

**COMMUNITY ACTION AGENCY BOARD
OFFICERS:**

DR. JOYCE PRICE
Chairperson

REGINA GRACE
1st Vice Chair

DERRICK WILLIAMS
2ND Vice Chair

VACANT
3rd Vice Chair

VACANT
Secretary

VACANT
Assistant Secretary

DR. MICHAEL G. FRESCO, SR.
Treasurer

ALVIN W. ROBERTS
Parliamentarian

SHANIQUA GRAY
Policy Council Chair

MARJORIE YORK
At-Large Member

DR. CATHIA DARLING
At-Large Member

DR. WILLIAM ZUBKOFF
Former Chairperson

MEMBERS:

Horacio Aguirre
Deena Albelto
Countess Balogun
Elizabeth Berenguer
Dr. Santarvis Brown
Janie F. Centeno
Luis DeRosa
Dorothy Johnson
Gloria Joseph
Marissa Lindsey
Dr. Velma Palmer
Mary Reeves
Leah Shadle
Larry Williams

EMERITUS MEMBERS:

**James Fayson
**Rev. Wilfred McKenzie
**Lillie Williams

DEPARTMENT DIRECTOR:

Sonia J. Grice

** Deceased

M E M O R A N D U M

**TO: CAA JOINT FINANCE AND EXECUTIVE
COMMITTEE MEETING**

FROM: Sonia J. Grice, Department Director

DATE: November 28, 2022

SUBJECT: Meeting Notice

The Community Action Agency Joint Finance and Executive Committee Meeting will be held on Monday, December 5, 2022, at 4:00 PM. Please see details below:

**CAA JOINT FINANCE AND EXECUTIVE
COMMITTEE MEETING**
Monday, December 5, 2022, at 4:00 PM
701 NW 1st Court
1st Floor Front Training Room
Miami, Florida, 33136

Your attendance and participation are essential. Thank you for your continued support and commitment.

If you have any questions, please contact Alfreda Jackson at Office number: (786)-469-4623 and Mobile number: (305) 300-5155.

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DIRECTOR:
Sonia J. Grice

** Deceased

**COMMUNITY ACTION AGENCY
JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING
MONDAY, DECEMBER 5, 2022 @ 4:00 P.M.**

AGENDA

CALL TO ORDER

INSPIRATIONAL MESSAGE

CAA MISSION STATEMENT

ROLL CALL/INTRODUCTIONS

1. CHAIRPERSON'S COMMENTS

- A. Adoption of the Agenda
- B. Recommendation: Approval to Accept the CAA Joint Finance and Executive Committee Meeting Minutes – November 7, 2022. [pgs.4-8]

2. REASONABLE OPPORTUNITY TO BE HEARD

3. COMMITTEE REPORTS / ACTION ITEMS

A. Committee Reports/Action Items

- 1. Head Start/ Early Head Start Policy Council Chairperson's Report for December 2022 [pg.9]
 - *Recommendation: Approval to Accept:
 - a. HS/EHS Report ending October 31, 2022 PY: 2022 – 2023 [pgs.10-12]
 - b. EHS-CCP Report ending October 31, 2022 PY: 2022 – 2023 [pgs.13-14]
 - c. EHS-CCP Expansion Report ending October 31, 2022 PY: 2022 – 2023 [pgs.15-17]
 - d. COVID-19 Funds PY: 2021-2023 [pgs.18-19]

4. DIRECTOR'S REPORT/DEPARTMENTAL UPDATES – INFORMATIONAL

- A. Divisional Updates/Content Area Reports [pgs.20-53]
 - 1. Energy, Transportation, and Facilities Division report for October 2022 [pgs.21-22]
 - 2. Psychological Services report for October 2022 [pgs.23-24]
 - 3. Rehabilitative Services Division report for October 2022 [pg.25]
 - 4. Violence, Prevention, and Intervention Division report for November 2022 [pg.26]
 - 5. ACF-IM-HS-22-09: Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots [pgs.27-33]
 - 6. Head Start Early Head Start Content Area Report: October 2022 [pgs.34-53]

5. OTHER/NEW BUSINESS

6. ANNOUNCEMENTS

7. ADJOURNMENT

Mission Statement

"To empower economically disadvantaged individuals, families and communities through advocacy, education, resource mobilization and service delivery."

Community Action Agency (CAA) Board Decorum

Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the CAA Board and its committees or Community Advisory Committees, shall be barred from further appearance before said Board and committees by the presiding officer, unless permission to continue or again address the CAA Board and its committees or Community Advisory Committees is granted by the majority vote of the members present. No clapping, applauding, heckling, or verbal outbursts in support or opposition to a speaker or his or her remarks shall be permitted. No signs or placards shall be allowed in CAA Board and committee meetings or Community Advisory Committee meetings. Persons exiting meetings shall do so quietly. Talking on cell phones is not permitted in CAA Board and committee meetings or Community Advisory Committee meetings.

Ringers must be set to silent mode to avoid disruption.

Next CAA Executive Committee Meeting:

**Monday, January 2, 2023
4:00 P.M.**

**Next CAA Board Meeting
Monday, January 9, 2023
4:00 P.M.**



Community Action and Human Services (CAHSD) Board

CAA JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING MINUTES

Meeting Date: MONDAY, November 7th, 2022 @ 3:00 P.M.

Attendance – Board Members					
Dr. Joyce Price, Chair	P	Regina Grace	P	Derrick Williams	P
Dr. Michael G. Fresco, Sr.	P	Alvin W. Roberts	P	Shaniqua Gray	EX
Marjorie York	P	Dr. Cathia Darling	P	Dr. William Zubkoff	P
* (9) Committee Members. Quorum was established with (8) Committee members physically present for the meeting.					
P = Present (8)		E = Excused (1)		A = Absent (0)	
Attendance – Staff/Visitors					
Brenda Williams, HS/EHS Fiscal Administrator	Matias Buchhalter, Staff			Letah Parrish, FSCD Assistant Director	
Jessica Mejia, HS/EHS Staff	Carmen Morris, Public Information Officer			Horacio Aguirre, CAA Board member	
Cassandra Alexander, HS/EHS Staff	Cynthia Everett, CAHSD Assistant Director			Dr. Tiffany Amrich, CAHSD Psychological Services	
Elizabeth Morales, CAHSD EDSD	Alton Sears, Staff			Sandra Sandakow, CAHSD RSD Division Director	
Thomas M. Yarosz, Visitor	Dr. Tassy Lewis, HS/EHS			Sal Najarro, CAHSD Assistant Director	
Dr. Maria “Maite” Riestra, CAHSD Assistant Director	Jose R. Oceje, staff			Ivon Mesa, CAHSD Assistant Director	
Ana Lorenzo, VPID	Rick Singori, CAHSD Fiscal Director			Brooke Frenkel, CAHSD PSD	
Alfreda Jackson, CAHSD Staff	Eduardo Tamborrel, CAHSD Staff				
Twenty three (23) staff/visitors in attendance					
CALL TO ORDER				ACTION NEEDED/TAKEN	
Call to Order Inspirational Message CAA Mission Statement	Executive Committee Chair, Ms. Regina Grace called the CAA Joint Finance and Executive Committee meeting to order at approximately 4:04 P.M. Ms. Grace elected to ask the committee to take a moment of silence to reflect on the need for peace in the United States, which served as the inspirational message. Ms. Grace recited the mission statement.			N/A	
I. CHAIRPERSON COMMENTS				ACTION NEEDED/TAKEN	

<ul style="list-style-type: none"> Ms. Twaquilla Eatman has transitioned from serving on the CAA Board as the Head Start Policy Council Chair, effective October 6, 2022. Ms. Shaniqua Gray was elected to the CAA Board by the Head Start Policy Council, and will serve as the Head Start Policy Council Chair, effective October 6, 2022. 		
A. Adoption of the Agenda	Ms. Grace asked for a motion for the adoption of the agenda which was moved by Dr. Price, and seconded by Mr. Alvin W. Roberts. Motion passed unanimously.	N/A
B. Recommendation: Approval to Accept the CAA Joint Finance and Executive Committee Meeting Minutes – October 3, 2022	Ms. Grace asked for a motion to approve and accept the October 3, 2022, CAA Joint Finance and Executive Committee Meeting Minutes, which was moved by Dr. William Zubkoff, and seconded by Mr. Roberts.	N/A
II. REASONABLE OPPORTUNITY TO BE HEARD		
<ul style="list-style-type: none"> No requests were received. 		
III. COMMITTEE REPORTS/ACTION ITEMS		ACTION NEEDED/TAKEN
A. 1. Head Start/ Early Head Start Policy Council Chairperson's Reports for September 2022.	<p>At Ms. Grace's request, Dr. Maria "Maite" Riestra, CAHSD Assistant Director, presented the Head Start/Early Head Start Policy Council Chairperson's Report for November 2022. This report is provided to the CAA Board as a verbal report. The Head Start Policy Council Full Board met on October 6, 2022 to review, discuss, and approve the following items:</p> <ul style="list-style-type: none"> o PANTHERs Project o Planning and Budget Reports (reviewed and approved by CAA Board on October 3, 2022) <input type="checkbox"/> HS/EHS Report ending August 31, 2022 PY: 2021-2022 <input type="checkbox"/> EHS-CCP Report ending August 31, 2022 PY: 2021-2022 <input type="checkbox"/> EHS-CCP Expansion Report ending August 31, 2022 PY: 2021-2022 <input type="checkbox"/> HS/EHS Report ending August 31, 2022 PY: 2022-2023 <input type="checkbox"/> EHS-CCP Report ending August 31, 2022 PY: 2022-2023 <input type="checkbox"/> EHS-CCP Expansion Report ending August 31, 2022 PY: 2022-2023 <input type="checkbox"/> COVID-19 Reports for August 2022 <input type="checkbox"/> Carryover Application: EHS – CCP Expansion grant <input type="checkbox"/> One-Time Supplement Request PY: 2022-2023 Application o 2022 – 2023 Policy Council Executive Board 	N/A

	<p>The following items were presented and approved by the Full Board Policy Council on November 3, 2022:</p> <ul style="list-style-type: none"> • Planning and Budget Reports <ul style="list-style-type: none"> o HS/EHS Report ending September 30, 2022 PY: 2022-2023 o EHS-CCP Report ending September 30, 2022 PY: 2022-2023 o EHS-CCP Expansion Report ending September 30, 2022 PY: 2022-2023 <p>The following items were presented as information only:</p> <ul style="list-style-type: none"> • ACF-IM-HS-22-07: Reporting Child Health and Safety Incidents • ACF-IM-HS-22-08: Fiscal Year (FY) 2023 Monitoring Process for Head Start and Early Head Start Recipients • PIR report • Content Area Report: September <p>The Full Board Policy Council met on November 3, 2022. The next Executive Board Policy Council meeting is November 17, 2022.</p> <p>Ms. Grace asked for a motion to approve and accept the Head Start/Early Head Start Policy Council Chairperson's Reports for November 2022 which was moved by Dr. Price and seconded by Dr. Michael G. Fresco. Motion passed unanimously.</p>	
<p>Recommendation: Approval to Accept: a. HS/EHS Ending September 30, 2022</p>	<p>At Ms. Grace's request, Ms. Brenda Williams, Head Start/Early Head Start Fiscal Administrator, presented the Head Start/Early Head Start Financial Statement for September 30, 2022 The financial report for the Head Start/Early Head Start program through September 30, 2022 includes the budgeted amount of \$67,756,284 which includes a cost-of-living adjustment (COLA) of \$1,484,509 and quality improvement funds of \$363,857. The grant's actual adjusted expenditures are \$4,974,885. The current funds utilization rate is 7.99%. Ms. Grace asked for a motion to approve and accept the Head Start/Early Head Start Financial Statement for September 30, 2022 which was moved by Dr. Fresco</p>	N/A

	and seconded by Mr. Williams. Motion passed unanimously.	
b. EHS-CCP Ending September 30, 2022	At Ms. Grace's request, Ms. Brenda Williams, Head Start/Early Head Start Fiscal Administrator, presented the Early Head Start Childcare Partnership Program Financial Statement for September 30, 2022. The financial report for the Early Head Start Child Care Partnership Program through September 30, 2022 includes the budgeted amount of \$3,615,054 which includes a cost-of-living adjustment (COLA) of \$78,475 and quality improvement funds of \$19,083. The grant's actual adjusted expenditures are \$378,825. The current funds utilization rate is 11.72%. Ms. Grace asked for a motion to approve and accept the Early Head Start Childcare Partnership Program Financial Statement for September 30, 2022 which was moved by Dr. Cathia Darling and seconded by Dr. Fresco. Motion passed unanimously.	N/A
c. EXP-EHS-CCP Ending September 30, 2022	At Ms. Grace's request, Ms. Brenda Williams, Head Start/Early Head Start Fiscal Administrator, presented the Expansion Early Head Start Childcare Partnership Program Financial Statement for September 30, 2022. The financial report for the Early Head Start Child Care Partnership Expansion Program through September 30, 2022 includes the budgeted amount of \$8,650,930 which includes a cost-of-living adjustment (COLA) of \$187,536 and quality improvement funds of \$43,892. The grant's actual adjusted expenditures are \$517,317. The current funds utilization rate is 6.33%. Ms. Grace asked for a motion to approve and accept the Expansion Early Head Start Childcare Partnership Program Financial Statement for September 30, 2022 which was moved by Dr. Fresco and seconded by Dr. Price. Motion passed unanimously.	N/A
d. PANTHERs Project	At Ms. Grace's request, Dr. Riestra, presented the PANTHERs Project. The PANTHERS Project (PANTHERS Project	N/A

	(Parents and iNfants Together in Home-based Early Remote Services) is recruiting families with a 12- to 18-month-old child. Participation includes free services focusing on child behavior and development and up to \$575 in gift cards for completing research evaluations. The study is completely remote, and families receive all the materials they need to participate comfortably from home, including a tablet. Interested parents complete an initial screen over the phone to determine eligibility to participate, followed by discussion. Ms. Grace asked for a motion to approve and accept the PANTHERS project which was moved by Mr. Roberts and seconded by Dr. Price. Motion passed unanimously.	
2. Advocacy Committee Minutes – September 2022.	At Ms. Grace's request, the executive committee was presented the September 2022 meeting minutes from the CAA Board's Advocacy Committee, which was presented as an informational only item.	N/A
IV. DIRECTOR'S REPORT/DEPARTMENTAL UPDATES - INFORMATIONAL		
<ul style="list-style-type: none"> ○ The director's report was deferred to the following CAA Board meeting, which took place on November 14, 2022. ○ Ms. Carmen Morris, CAHSD's Public Information Officer, presented to the committee information regarding the 2022 Child Tax Credit, and shared details of the CAHSD 101 presentation. 		
V. OTHER NEWS/BUSINESS		
• N/A		
VI. ANNOUNCEMENTS		
• Mr. Alvin W. Roberts shared a flyer and presented information regarding a Veteran Day Salute and Tribute, which was scheduled for November 11, 2022, at noon. The event was held at the Greater Harvest Baptist Church 2310 NW 58th Street Miami, FL 33142.		
VII. ADJOURNMENT		
Adjournment	Ms. Grace asked for a motion to adjourn the meeting which was moved by Mr. Roberts and seconded by Dr. Zubkoff. Motion passed unanimously. Ms. Grace adjourned the meeting at approximately 4:40 P.M.	N/A
NEXT MEETING DATE	Monday, November 14, 2022 4:00 P.M.	N/A

Dr. Joyce Price, CAA Board Chair

Date



COMMUNITY ACTION AGENCY BOARD

DATE: November 3, 2022

AGENDA ITEM NUMBER: 3A1

AGENDA ITEM SUBJECT: Policy Council Chairperson Report for December 2022

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY: This report is provided to the CAA Board as a verbal report. The Head Start Policy Council Full Board met on November 3, 2022 to review, discuss, and approve the following items:

- Community Representatives: Twaquilla Eatman & Jenna Futterer
- 2022 – 2023 Policy Council Assistant Secretary Elections
- Planning and Budget Reports (reviewed and approved by CAA Board on November 7, 2022)
 - HS/EHS Report ending September 30, 2022 PY: 2021-2022
 - EHS-CCP Report ending September 30, 2022 PY: 2021-2022
 - EHS-CCP Expansion Report ending September 30, 2022 PY: 2021-2022

The Head Start Policy Council Executive Board met on November 17, 2022 to review, discuss, and approve the following items:

- Planning and Budget Reports:
 - HS/EHS Report ending October 31, 2022 PY: 2022 – 2023
 - EHS-CCP Report ending October 31, 2022 PY: 2022 – 2023
 - EHS- CCP Expansion Report ending October 31, 2022 PY: 2022 – 2023
 - COVID-19 Funds PY: 2021-2023

The following items are presented as information only:

- ACF-IM-HS-22-00: Enrollment Reductions and Conversions of Head Start Slots to Early Head Start Slots
- Content Area Report: October 2022

The Full Board Policy Council met on December 1, 2022.

The next Executive Board Policy Council meeting is December 13, 2022.

FUNDING SOURCE: U.S. Department of Health and Human Services



COMMUNITY ACTION AGENCY BOARD

DATE: October 31, 2022

AGENDA ITEM NUMBER: 3A1a

AGENDA ITEM SUBJECT: Head Start/Early Head Start Financial Statement
For October 31, 2022.

AGENDA ITEM TYPE: Approval

RECOMMENDATIONS: Approval

BACKGROUND/SUMMARY:

The financial report for the Head Start/Early Head Start program through October 31, 2022 includes the budgeted amount of \$67,756,284 which includes COLA of \$1,484,509 and quality improvement funds of \$363,857. The actual adjusted expenditures of \$7,655,716.

The current funds utilization rate is 11.30%.

FUNDING SOURCE: Federal

PY: 2022-2023

BUDGET PERIOD: August 1, 2022 to July 31, 2023

CLOSEOUT PERIOD: August 1, 2023, to October 31, 2023

**Head Start/Early Head Start
Year-to-Date Financial Report as of
OCTOBER 31, 2022**

Head Start/Early Head Start Program Year: August 1st, 2022 to July, 2023

Expenditures

SALARIES	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Salaries Full Time	5,816,197	427,143	1,219,732	4,596,465	20.97%
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Fringe Benefits	2,502,450	160,056	428,430	2,074,020	17.12%
TRAVEL	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Staff Travel out of Town	56,923	-	-	56,923	0.00%
EQUIPMENT	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Vehicle Purchase	-	-	-	-	0.00%
Other Equipment	-	-	-	-	0.00%
SUPPLIES	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Office Supplies	57,080	-	-	57,080	0.00%
Child & Family Serv. Supplies	28,655	5,744	5,744	22,911	20.05%
Food Services Supply	-	-	-	-	0.00%
Other Supplies	-	-	-	-	0.00%
TOTAL SUPPLIES	85,735	5,744	5,744	79,991	6.70%
CONTRACTUAL	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
1f. Admn. Services (Legal,Accounting)	-	-	-	-	0.00%
2f. Health/Disability Services/Mental Health)	20,000	-	-	20,000	0.00%
3f. Food Service	50,000	-	-	50,000	0.00%
4f. Child Transportation Services	85,000	-	-	85,000	0.00%
5f. Training & Technical Assistance (RESTRICTED)	482,141	23,873	25,743	456,398	5.34%
6f. Family Child Care	-	-	-	-	0.00%
O'FARRILL	2,009,117	168,733	667,262	1,341,855	33.21%
LANDOW	896,494	-	57,476	839,018	6.41%
ALLAPATTAH COMMUNITY ACTION	628,112	-	156,337	471,775	24.89%
OUR LITTLE ONES CH	960,068	-	-	960,068	0.00%
PARADISE CHRISTIAN	1,462,783	-	390,106	1,072,677	26.67%
CATHOLIC COMMUNITY	10,303,380	-	-	10,303,380	0.00%
ST ALBANS DAY CARE	1,382,184	102,169	293,179	1,089,005	21.21%
KIDCO CREATIVE LEARNING	2,515,379	73,087	73,087	2,442,292	2.91%
FAMILY CHRISTIAN ASSOC OF AMERICA	3,865,436	-	549,083	3,316,353	14.20%
LE JARDIN	3,887,037	311,279	978,306	2,908,731	25.17%
CENTRO MATER	5,282,532	497,627	497,627	4,784,905	9.42%
SUNFLOWERS	326,897	26,398	77,994	248,903	23.86%
HAITIAN YOUTH	1,871,472	-	123,014	1,748,458	6.57%
UNITED WAY OF MIA	724,316	-	-	724,316	0.00%
MIAMI DADE COUNTY PUBLIC	14,943,714	-	-	14,943,714	0.00%
YWCA	2,205,517	-	551,809	1,653,708	25.02%
EASTER SEALS SOUTH FLORIDA	3,783,080	405,731	672,682	3,110,398	17.78%

ACCRUALS		-	826,097	(826,097)	0.00%
8f. Contracts	204,290	-	-	204,290	0.00%
8.1f. Other Contracts	363,794	32,327	50,075	313,719	13.76%
TOTAL CONTRACTUAL	58,252,743	1,641,224	5,989,878	52,262,865	10.28%
CONSTRUCTION	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Construction	-	-	-	-	0.00%
OTHERS	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
1h. Depreciation/Use Allowance	-	-	-	-	0.00%
2h. Rent ****	33,280	-	-	33,280	0.00%
3h. Mortgage	-	-	-	-	0.00%
4h. Utilities *****	200,269	-	-	200,269	0.00%
5h. Bldg & Child Liability Ins *****	45,604	6,150	6,150	39,454	13.49%
6h. Bldg Maintenance (Includes One Time Facilities Supplement)	159,500	-	-	159,500	0.00%
7h. Incidental Alterations	-	-	-	-	0.00%
8h. Local Travel & Field Trips	65,637	-	-	65,637	0.00%
9h. Nutrition Services	-	-	-	-	0.00%
10h. Child Services - Consultants	97,421	-	-	97,421	0.00%
11h. Volunteers (APPLICABLE ONLY TO NFS)	-	-	-	-	0.00%
**11h. Volunteers - % FRINGES (APPLICABLE ONLY TO NFS)	-	-	-	-	0.00%
12h. Substitutes (IF NOT PAY BENEFITS)	-	-	-	-	0.00%
GRANTEE APPROVAL REQUIRED	49,000	-	-	49,000	0.00%
13h. Parent Services (RESTRICTED)	3,100	75	75	3,025	2.42%
14h. Accounting & Legal Svcs	45,000	-	-	45,000	0.00%
15h. Publication/Adv/Printing	188,150	-	-	188,150	0.00%
16h. Training or Staff Development	93,805	-	-	93,805	0.00%
17h. Other:	61,470	-	5,707	55,763	9.28%
TOTAL OTHERS	1,042,236	6,225	11,932	1,030,304	1.14%
TOTAL PROGRAM EXPENDITURES	\$ 67,756,284.00	\$ 2,240,392.06	\$ 7,655,716.26	\$ 60,100,567.74	11.30%
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:	\$ -	\$ -	\$ -	\$ -	0.00%
CARRYOVER	\$ -	\$ -	\$ -	\$ -	0.00%
AMENDED TOTAL PROGRAM EXPENDITURES	\$ 67,756,284.00	\$ 2,240,392.06	\$ 7,655,716.26	\$ 60,100,567.74	
Non- Federal Share (NFS) Report					
NFS Requirement based on Grant	\$	16,476,480	24.32%		
NFS Required based on YTD Expenditures	\$	1,913,929	25.00%		
NFS YTD Recorded	\$	-	0.00%		
In-Kind TO BE reported in Informs	\$	-	0.00%		
Difference (+/-)	\$	(1,913,929)	-25.00%		

Head Start/ Early Head Start - 04CH012096
PY2022-23



COMMUNITY ACTION AGENCY BOARD

DATE: October 31, 2022

AGENDA ITEM NUMBER: 3A1b

AGENDA ITEM SUBJECT: Early Head Start Child Care Partnership Program
Financial Statement For October 31, 2022.

AGENDA ITEM TYPE: Approval

RECOMMENDATIONS: Approval

BACKGROUND/SUMMARY:

The financial report for the Early Head Start Child Care Partnership program through October 31, 2022 includes the budgeted amount of \$3,615,054 which includes COLA of \$78,475 and quality improvement funds of \$19,083. The actual adjusted expenditures of \$638,052.64.

The current funds utilization rate is 17.65%.

FUNDING SOURCE: Federal

PY: 2022-2023

BUDGET PERIOD: August 1, 2022 to July 31, 2023

CLOSEOUT PERIOD: August 1, 2023, to October 31, 2023

Child Care Partnership Program
Year-to-Date Financial Report as of
OCTOBER 31, 2022

Child Care Partnership -EHS Program Year: August 1st, 2022 July 31st, 2023

Expenditures

SALARIES	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Salaries Full Time	749,812	40,536	130,023	619,789	17.34%

FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Fringe Benefits	348,516	16,329	58,065	290,451	16.66%

TRAVEL	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Staff Travel out of Town	15,135	-	-	15,135	0.00%

EQUIPMENT	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Other Equipment	-	-	-	0	0.00%

SUPPLIES	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Office Supplies	12,044	-	-	12,044	0.00%
Child & Family Serv. Supplies	11,247	-	-	11,247	0.00%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	-	0	0.00%
TOTAL SUPPLIES	23,291	-	-	23,291	0.00%

CONTRACTUAL	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
1f. Admin. Services (Legal/Accounting)	-	-	-	0	0.00%
2f. Health/Disability Services/Mental Health)	-	-	-	0	0.00%
3f. Food Service	6,760	-	-	6,760	0.00%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	30,240	-	-	30,240	0.00%
6f. Family Child Care	-	-	-	-	0.00%
PROVIDER AGENCIES: CHILD DEVELOPMENT	-	-	-	-	0.00%
Crystal Learning Center, Inc.	314,638	25,576	102,283	212,355	32.51%
Decroly Learning Child Care Center, Inc.	471,957	40,900	117,366	354,591	24.87%
Universal Academy	235,979	-	18,106	217,873	7.67%
Memorial Temple Missionary Baptist Church, Inc.	157,319	11,781	24,426	132,893	15.53%
St. Alban's (Delegate/Provider)	471,958	-	-	471,958	0.00%
Rising Star Academy	157,319	13,313	38,801	118,518	24.66%
Cambridge Academy	235,978	20,450	77,355	158,623	32.78%
Shinning Light Childcare Dev Center	157,319	29,064	29,064	128,255	18.47%
Community Outreach Center	157,320	13,633	39,122	118,198	24.87%
	-	-	-	-	0.00%
8f. Other Contracts	32,423	2,687	3,255	29,168	10.04%
TOTAL CONTRACTUAL	2,429,210	157,405	449,779	1,979,431	18.52%

OTHERS	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
2h. Rent *****	-	-	-	0	0.00%
4h. Utilities *****	17,408	-	-	17,408	0.00%
5h. Bldg & Child Liability Ins *****	1,950	-	-	1,950	0.00%
6h. Bldg Maintenance	3,454	-	-	3,454	0.00%
8h. Local Travel & Field Trips	-	-	-	0	0.00%
12h. Substitutes (IF NOT PAY BENEFITS)	-	-	-	0	0.00%
GRANTEE APPROVAL REQUIRED	10,000	-	-	10,000	0.00%
13h. Parent Services (RESTRICTED)	-	-	-	0	0.00%
14h. Accounting & Legal Svcs	3,200	-	-	3,200	0.00%
15h. Publication/Adv/Printing	-	-	-	0	0.00%
16h. Training or Staff Development	200	-	-	200	0.00%
17h. Other:	12,878	-	186	12,692	1.44%
TOTAL OTHERS	49,090	-	186	48,904	0.38%

TOTAL PROGRAM EXPENDITURES	\$ 3,615,054.00	\$ 214,269.88	\$ 638,052.64	\$ 2,977,001.36	17.65%
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:	\$ -	\$ -	\$ -	\$ -	-
AMENDED TOTAL PROGRAM EXPENDITURES	\$ 3,615,054.00	\$ 214,269.88	\$ 638,052.64	\$ 2,977,001.36	17.65%

Non- Federal Share (NFS) Report	
NFS Requirement based on Grant	\$ 879,374
NFS Required based on YTD Expenditures	\$ 169,613
NFS YTD Recorded	\$ -
In-Kind TO BE reported in FAMIS	\$ -
Difference (+/-)	\$ (169,613)



COMMUNITY ACTION AGENCY BOARD

DATE: October 31, 2022

AGENDA ITEM NUMBER: 3A1c

AGENDA ITEM SUBJECT: Early Head Start Child Care Partnership
Expansion Program Financial Statement For October 31, 2022.

AGENDA ITEM TYPE: Approval

RECOMMENDATIONS: Approval

BACKGROUND/SUMMARY:

The financial report for the Early Head Start Child Care Partnership program through October 31, 2022 includes the budgeted amount of \$8,650,930 which includes COLA of \$187,536 and quality improvement funds of \$43,892. The actual adjusted expenditures of \$769,184.94.

The current funds utilization rate is 8.89%.

FUNDING SOURCE: Federal

PY: 2022-2023

BUDGET PERIOD: August 1, 2022 to July 31, 2023

CLOSEOUT PERIOD: August 1, 2023, to October 31, 2023

Combination Early Head Start Expansion Program
Year-to-Date Financial Report as of
OCTOBER 31, 2022

COMBINATION EHS EXPANSION GRANT Program Year: August 1st, 2022 July 31st, 2023

Expenditures

SALARIES	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Salaries Full Time	613,380	30,223	81,816	531,564	13.34%

FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Fringe Benefits	244,174	10,910	31,220	212,954	12.79%

TRAVEL	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Staff Travel out of Town	-	-	-	0	0.00%

EQUIPMENT	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Office Equipment	-	-	-	0	0.00%
Classroom/Outdoor/Homebased	-	-	-	0	0.00%
Vehicle Purchase	-	-	-	0	0.00%
Other Equipment	-	-	-	0	0.00%

SUPPLIES	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Office Supplies	10,747	-	-	10,747	0.00%
Child & Family Serv. Supplies	13,758	-	-	13,758	0.00%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	9,000	-	-	9,000	0.00%
TOTAL SUPPLIES	33,505	-	-	33,505	0.00%

CONTRACTUAL	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
1f. Admn. Services (Legal,Accounting)	7,500	-	-	7,500	0.00%
2f. Health/Disability Services/Mental Health)	-	-	-	0	0.00%
3f. Food Service	-	-	-	0	0.00%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	143,175	-	330	142,845	0.23%
6f. Family Child Care	-	-	-	0	0.00%
DELEGATES:				0	0.00%
COMMUNITY BASED OR (LANDOW)	228,925	-	14,678	214,247	6.41%
PARADISE CHRISTIAN	457,851	33,771	113,282	344,569	24.74%
CATHOLIC COMMUNITY	1,716,938	-	-	1,716,938	0.00%
KIDCO DAYCARE	457,851	-	73,482	384,369	16.05%
CHRISTIAN COMMUNIT	457,851	-	-	457,851	0.00%
CENTRO MATER CHILD	1,030,164	78,320	78,320	951,844	7.60%
SUNFLOWERS ACADEMY	343,387	-	57,005	286,382	16.60%
HAITIAN YOUTH & CO & (LMW)	1,144,627	-	77,828	1,066,799	6.80%
YWCA	572,313	-	-	572,313	0.00%
		-	-	0	0.00%

PROVIDERS:		-	-	0	0.00%
Decroly Learning Child	226,667	19,898	57,099	169,568	25.19%
Cambridge Academy	226,667	20,092	75,448	151,219	33.29%
Haitian Youth Early Learning Center	226,667	-	-	226,667	0.00%
Early Learning Center	302,222	27,460	102,887	199,335	34.04%
		-	-	0	0.00%
		-	-	0	0.00%
8f. Other Contracts	136,491	906	5,362	131,129	3.93%
TOTAL CONTRACTUAL	7,679,296	180,446	655,721	7,023,575	8.54%

CONSTRUCTION	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Construction	-	-	-	0	0.00%

OTHERS	BUDGET	MONTHLY ACTUALS OCTOBER 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities *****	-	-	-	0	0.00%
5h. Bldg & Child Liability Ins *****	-	-	-	0	0.00%
6h. Bldg Maintenance	-	-	-	0	0.00%
8h. Local Travel & Field Trips	3,000	-	-	3,000	0.00%
13h. Parent Services (RESTRICTED)	-	-	-	0	0.00%
14h. Accounting & Legal Svcs	-	-	-	0	0.00%
15h. Publication/Adv/Printing	29,773	-	-	29,773	0.00%
16h. Training or Staff Development	-	-	-	0	0.00%
17h. Other:	47,802	-	428	47,374	0.90%
TOTAL OTHERS	80,575	-	428	80,147	0.53%

TOTAL PROGRAM EXPENDITURES	\$ 8,650,930.00	\$ 221,579.59	\$ 769,184.94	\$ 7,881,745.06	8.89%
Less/Add Adjustment reallocation of expenses	\$ -	\$ -	\$ -	\$ -	
AMENDED TOTAL PROGRAM EXPENDITURES	\$ 8,650,930.00	\$ 221,579.59	\$ 769,184.94	\$ 7,881,745.06	

Non- Federal Share (NFS) Report	
NFS Requirement based on Grant	\$ 2,104,876
NFS Required based on YTD Expenditures	\$ 192,296.24
NFS YTD Recorded	
In-Kind TO BE reported in FAMIS	\$ -
Children Trust Cash Match	
Difference (+/-)	\$ (192,296)

Child Care Partnership (CCP) -04HP000219-02-00
PY2020-21



COMMUNITY ACTION AGENCY BOARD

DATE: September 30, 2022

AGENDA ITEM NUMBER: 3A1d

AGENDA ITEM SUBJECT: COVID-19 Grants for September 30, 2022:

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) &
American Rescue Plan (ARP)

AGENDA ITEM TYPE: Approval

RECOMMENDATIONS: Approval

BACKGROUND/SUMMARY:

The financial report for the COVID-19 Grants through September 30, 2022 includes the budgeted amount of \$11,302,897 which includes the CRRSA grant of \$2,271,715 and the ARP grant funds of \$9,031,182. The actual adjusted expenditures of \$4,114,388.23. There are outstanding invoices in process for \$45,143.94.

The current funds utilization rate is 36.40%.

FUNDING SOURCE: Federal

PY: 2021-2023

BUDGET PERIOD: April 1, 2021 to March 31, 2023

Grant #: 04HE000544-01-01

Budget vs. Expenses: PY21 - 23

9/30/2022

CRRSA/American Rescue Plan

Budget Period	Grant Name	Awarded Budget	Actual as of 9/30/2022	Balance 9/30/2022	% Rate of Expenditure
4/1/21 -3/31/23	CRRSA	\$ 2,271,715.00	\$ 1,197,785.31	\$ 1,073,929.69	52.73%
4/1/21 -3/31/23	American Rescue Plan	\$ 9,031,182.00	\$ 2,916,602.92	\$ 6,114,579.08	32.29%
Total		\$ 11,302,897.00	\$ 4,114,388.23	\$ 7,188,508.77	36.40%



COMMUNITY ACTION AGENCY BOARD

DATE: December 5, 2022

AGENDA ITEM NUMBER: 4A

AGENDA ITEM SUBJECT: Departmental Updates

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: N/A

BACKGROUND/SUMMARY:

- Energy, Transportation, and Facilities Division report for October 2022
- Psychological Services Division report for October 2022
- Rehabilitative Services Division report for October 2022
- Violence, Prevention, and Intervention Division report for October 2022
- ACF-IM-HS-22-09: Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots
- Head Start and Early Head Start Recipients
- Head Start Early Head Start Content Area Report: November 2022

FUNDING SOURCE: Various sources



**Community Action and Human Services Department
October 2022 Board Report**

ENERGY, FACILITIES & TRANSPORTATION DIVISION

The Energy, Facilities, and Transportation Division (EFTD) consists of three customer oriented social service branches designed to provide aid through home assistance programs, facility maintenance and transportation services. Home assistance programs provide a wide variety of services to income-eligible homeowners residing in Miami-Dade County. Program services include energy conservation, air quality improvements, beautification, rehabilitation, storm mitigation improvements. Facility components serve to primarily maintain and service the various Community Resource Centers, Rehabilitation Facilities and Head-Start Programs administered by the Department to prevent or minimize the potential disruption of services arising through unforeseen maintenance issues. Transportation services provide safe and consistent passage of personnel and clientele daily including special events as requested by the community. These individual branches within EFTD serve as one cohesive unit to promote, support, and sustain overall community partnerships and neighborhood revitalization.

PROGRAM SUMMARY	October 2022	Program YTD
Weatherization Assistance Program Contract Year July 1, 2022 – September 30, 2023 The Weatherization Assistance Program (WAP) is designed to assist homeowners with controlling the air quality in their home. The three major components of air quality consist of: 1) the installation of Energy Recovery Ventilator (ERV), 2) bathroom exhaust fans and 3) kitchen exhaust fan.	1 (Homes Completed)	4 (Homes Completed)
Home Beautification Program Contract Year December 1, 2017 – March 31, 2022 The Home Beautification Program provides eligible homeowners of single-family homes the opportunity to have their homes painted and/or landscaped at no cost. Note: Beautification Program is offered only in Districts 1 and 12.	0 (Homes Completed)	0 (Homes Completed)
Facilities Maintenance Facilities Maintenance is responsible to maintain department facilities in a manner that reflects the value that Miami-Dade County places on serving all its residents. It is intended to addressing issues that arise and impact the ability of our centers to service the residents of Miami-Dade County. Facilities are consistently surveyed to anticipate and react to system failures (HVAC, electrical, plumbing, etc.) and singular incidents (dirty filters, failed ballasts, clogged drains, etc.) Upon identifying a deficiency, a service request is submitted to EFTD for proper routing and rectification of the issue.	78 (Service Requests) 73 (Service Requests Completed)	1474 (Service Requests) 1416 (Service Requests Completed)
Transportation The Transportation Unit provides safe and consistent passage of personnel and clients on a daily basis. Services are provided to Head Start children, the elderly and individuals with disabilities in the community. Medical, dental and therapy visits for Head Start children, including field trips countywide are provided. The elderly and individuals with disabilities are transported to Adult Day Care centers, meal sites, and trips to various venues. Services are also provided for public housing development residents and private community groups.	537 (Trips Completed)	42,897 (Trips Completed)

PROGRAM SUMMARY	October 2022	Program YTD
Senior Housing Assistance Repair Program (SHARP) Contract Year July 1, 2022 – June 3, 2023 SHARP assists low to moderate income homeowners over the age of 62 by respiring the homes which may have been damaged by weather or natural aging.	0 (Homes Completed)	0 (Homes Completed)

INACTIVE PROGRAMS	2022	Program YTD
Single Family Home Rehabilitation (Surtax) Contract Year November 1, 2016 – December 31, 2018 The Home Rehabilitation Program provides rehabilitation, repairs, and upgrades in owner occupied low-to moderate-income single homes. The Single-Family Home Rehabilitation (Surtax) program area includes: Incorporated Miami-Dade County. These improvements are primarily geared to address health and safety issues, code violations; and may include roof repairs, plumbing and electrical components and exterior paint. Note: Program is pending a rule change.	0 (Homes Completed)	19 (Homes Completed)
HOME (County Wide) Contract Year October 01, 2016 – September 30, 2018 The Home Repair Program provides repairs and upgrades in owner occupied low-to moderate-income single homes. The HOME (County Wide) program area includes: Unincorporated Miami-Dade County. These improvements are primarily geared to addressing health and safety issues, code violations; and include roof repairs, plumbing and electrical components and exterior paint. Note: Program is pending an extension. PENDING NEW CONTRACT	0 (Homes Completed)	19 (Homes Completed)
Paint and Hurricane Shutter Program (Surtax) Contract Year June 01, 2014 – May 31, 2016 The Paint and Shuttering Program aids homeowners of single-family detached homes through the provision and installation of shuttering systems as well as exterior painting services. Note: Program was extended to December 31, 2019.	0 (Homes Completed)	0 (Homes Completed)
Hurricane Shutter Program (General Funds) The Hurricane Shuttering Program aids homeowners of single-family detached homes through the provision and installation of shuttering systems.	0 (Homes Completed)	10 (Homes Completed)
Residential Chore Program The Residential Chore Program provides services to eligible elderly residents by assisting with the heavy cleaning of their homes. This assistance includes cleaning behind refrigerators, cleaning ceiling fans, cleaning cabinets/cupboards, cleaning stoves, carpet cleaning, cleaning windows/blinds, organizing rooms, disposing of unwanted items, yard cleanup and minor household repairs.	0 (Hours Completed)	0 (Hours Completed)

**Community Action and Human Services Department
Psychological Services
October 2022 Board Report**

The Psychological Services Program addresses the increased need for Mental Health Services in Miami-Dade County. Its mission is identification, assessment, and early intervention to maximize the optimal functioning of clients through the application of evidence-based interventions informed through science. Service delivery is implemented by doctoral level psychology interns and master level students within the field of mental health.

SERVICES	NUMBER OF SESSIONS/SERVICES
Individual Therapy Sessions Children – (Head Start- 0) Adults – (Elderly and Disability 8; Rehab 11; Violence Prevention and Intervention 0; Family and Community Services 0)	19 sessions
Group/Family Therapy Sessions Rehab – 30 Head Start – 0 Elderly and Disability- 0 Violence Prevention and Intervention- 0	30 sessions
Crisis Intervention	0
Case management	6
Consultation	7
Parent and Staff Trainings	7
Assessments, Intakes, Evaluations	13 - Intakes 25 - Assessments 1 - Evaluations
Classroom intervention and strategies	0
Advocacy	2
Therapeutic Activities	4

Higher Education Institution Partnerships-	
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Nova Southeastern University

Albizu University- Miami and Puerto Rico campuses

Florida International University

Ponce Health Sciences University

Boston University

- Working with Pre-K Diagnostics and Florida Diagnostic and Learning Resources System (FDLRS) to streamline psychological assessments (avoid duplicity).
- Provision of trainings to Head Start staff and parents to enhance knowledge base and provide support.
- Provided grief support to a delegate agency who had experienced the loss of three staff members over several months.



**Community Action and Human Services Department
October 2022 Board Report**

REHABILITATIVE SERVICES DIVISION

PROGRAM SUMMARY	October	Program Year to Date
New Direction Residential Programs New Admissions	27	27
New Direction Residential Programs Active Clients during the month	82	82
Clients successfully completing New Direction Residential Treatment Programs	20	20
New Direction Residential Treatment Program percent of operating capacity	50%	50%
Clients in Employability Skills Training (Career Resources Van)	45	45
Treatment Alternatives to Street Crime (TASC) New Admissions	8	8
Treatment Alternatives to Street Crime (TASC) Active Clients during the month	90	90
Clients successfully completing Treatment Alternative to Street Crimes (TASC)	10	10
DUI Program New Admissions	0	0
DUI Program Active Clients during the month	0	0
Assessment, Referral and Placement completed by the Central Intake Unit	104	104

Community Action and Human Services Department
October 2022 Board Report
Targeted Services Bureau
Violence Prevention and Intervention Division

The Violence Prevention and Intervention Division offers advocacy and supportive services to victims of domestic violence, sexual violence, dating violence, human trafficking and their dependents. Services such as, but not limited to, counseling, information and referral, safe shelter, transportation, emergency financial assistance and food and clothing, among others.

Total Number of Clients	
New	234
Returning	628
Total	862
Program summary	
ACCESS Applications Rendered	197
Advocacy Services Rendered	4,412
Direct Relief Requests Submitted	73
Educational Presentations/Training Sessions Conducted	6
Family-Self Help Assistance Rendered	NA
Food Provision Provided (Number of Bags or Amount of Food Pounds)	6,534
Group Sessions Conducted (i.e. Financial, Empowerment, Support, In-House, etc.)	690
Helpline Calls (CVAC) Answered	1,830
Hotline Calls (Shelters) Answered	227
Immigration Services (i.e. Divorce Packet, Motion, Affidavit, Petition, etc.)	240
Individual Counseling Services Rendered	1,352
Individual Therapy Sessions Conducted	688
OAG Victims Applications Submitted	68
Safety Planning Services Rendered	2,500



COMMUNITY ACTION AGENCY BOARD

DATE: November 7, 2022

AGENDA ITEM NUMBER: 4A4

AGENDA ITEM SUBJECT: ACF-IM-HS-22-09: Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots ACF-IM-HS-22-09

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: INFORMATIONAL

BACKGROUND/SUMMARY:

The Office of Head Start (OHS) recognizes that community needs shift over time for various reasons. These reasons may include changes during and after disasters and public health crises, changes in the availability of community resources relied upon to provide program services, and shifts in geographical location of eligible children and families. A request to reduce funded enrollment or convert Head Start slots to Early Head Start slots is considered a change in scope request and requires OHS prior approval. Enrollment reductions and conversions are permanent adjustments to funded enrollment. Prior to submitting an enrollment reduction or conversion request, recipients must consider, at a minimum, the following: community assessment, annual self-assessment, program improvement plans, and ongoing oversight, staffing and training, wage comparability study, service delivery model, administrative and supervisory staff structure, equity, and ongoing budget.

FUNDING SOURCE:

U.S. Department of Health and Human Services

Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots

 eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-09

[View the Latest COVID-19 Updates from the Office of Head Start](#)

Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots ACF-IM-HS-22-09

U.S. (United States) Department
of Health and Human Services

ACF
Administration for Children and Families

- 1. Log Number:** ACF-IM-HS-22-09
- 2. Issuance Date:** 11/07/2022
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** Enrollment Reduction; Slot Conversion; Change in Scope Requests

Information Memorandum

To: All Head Start and Early Head Start Grant Recipients

Subject: Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots

Information:

The Head Start program is a national model in the field of early care and education (ECE) for providing high-quality services to children and families most in need. Head Start programs provide comprehensive services and promote progress in children's early learning outcomes in under-resourced communities and support positive family outcomes.

The Office of Head Start (OHS) recognizes that community needs shift over time for various reasons. These reasons may include changes during and after disasters and public health crises, changes in the availability of community resources relied upon to provide program

services, and shifts in geographical location of eligible children and families. [Section 640\(g\)\(3\)](#) of the Head Start Act (the Act) allows programs to propose a reduction to their funded enrollment to maintain quality of program services. Additionally, [Section 645\(a\)\(5\)](#) permits a program to convert Head Start slots to Early Head Start slots to better meet community needs. Similarly, Section 640(f)(2) of the Act allows programs to convert part-day slots to full-working day slots to meet community needs.

A request to reduce funded enrollment or convert Head Start slots to Early Head Start slots is considered a change in scope request and requires OHS (Office of Head Start) prior approval. Recipients may submit a change in scope request through a continuation application or as a separate application amendment in the Head Start Enterprise System (HSES). Change in scope requests must be submitted a minimum of 90 days prior to the planned implementation date. This Information Memorandum (IM) provides additional guidance for the development and submission of these requests.

Enrollment reductions and conversions are permanent adjustments to funded enrollment. Therefore, the decision to request a reduction or conversion should be based on actual changes in the community and program adjustments necessary to maintain a high-quality program with qualified staff, supported by data and documented need, and not based on anticipated changes. It is important to consider community partnerships and resources in the service area, short and long-term goals, and program sustainability when considering a change in scope request. Programs must demonstrate that a change in scope request is data-informed and explain how the requested changes will improve quality of services for children and families, better meet community needs, support staff, and promote a sustainable program.

What to Consider Before Requesting an Enrollment Reduction or Conversion

Prior to submitting an enrollment reduction or conversion request, recipients must consider, at a minimum, the following.

Community Assessment

Programs are required to conduct a community assessment at least once over the five-year grant period and review and update it on an annual basis to reflect any significant changes. When considering a change in scope request, it is essential to demonstrate how the proposed changes will best meet the needs of eligible children and families and consider strengths and resources of the community.

Annual Self-assessment, Program Improvement Plans, and Ongoing Oversight

As described in [45 CFR §1302.102\(a-b\)](#), programs must conduct an annual self-assessment to evaluate: progress in meeting established agency-determined program goals, compliance with the Head Start Program Performance Standards (HSPPS), and the effectiveness of professional development and family engagement systems for improving children's school readiness in alignment with the Head Start Early Learning Child Outcomes Framework. The data collected must be used for continuous improvement, including development and implementation of program improvement plans to strengthen any identified areas of need (45 CFR §1302.102(b-c)). Programs are also required to implement a system with procedures for the ongoing oversight of meeting program requirements in which data is collected to inform the process. Programs must use data from both the annual self-assessment and ongoing oversight, alongside other program data, to inform their program improvement plans.

Staffing and Training

Programs must consider the staffing and training needs for their proposed program design, including necessary compensation and staff supports to implement a sustainable high-quality program. A stable, healthy, highly skilled, and well-compensated workforce is vital to providing the highest quality of services to promote children's development and support families. Programs should consider the availability of qualified staff in their community and the types of training, education, compensation, and supports necessary to attract and retain staff. Further guidance on strategies to support the Head Start workforce can be found in [ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce](#). Programs are expected to use their data on staff, enrollment, and service delivery to inform changes to support a high-quality workforce while not reducing the quality of services for children and families.

Wage Comparability Study

Programs conduct [wage comparability studies](#) to evaluate and set fair compensation rates and support compliance with [Section 653](#) of the Act. Wage comparability studies compare the compensation rates of current Head Start employees and the pay scales for positions in the program to compensation paid for comparable services in the service area or other neighboring areas, including salaries for ~~ECE (Excellence in early childhood education)~~ and elementary school staff. If requesting a change in scope for the purpose of freeing up funds to increase staff compensation, the program's request should be supported by findings from the wage comparability study or by current data on comparable wages in the community or documented challenges in filling vacancies that impact the program's ability to deliver high-quality services. Programs should focus on positions for which staffing challenges are most pressing and are impacting the program's ability to provide high-quality services to their funded enrollment. Research has shown ethnic and racial disparities in pay exist for the ~~ECE (Excellence in early childhood education)~~ field, so programs are encouraged to consider equity issues in pay and benefits for staff.

Service Delivery Model

When proposing changes to the existing service delivery model, it is critical the process is data-informed and draws upon information from community assessments, annual self-assessments, program improvement plans, ongoing oversight, wage comparability studies, enrollment, and other relevant internal and external data. Programs must carefully review data related to enrollment and recruitment of families, demographic changes in their community, the geography of poverty in the service area, and other factors presenting challenges in meeting community needs or providing high-quality program services. Programs should then review their proposed program design to make sure any requested changes to services and resources are aligned to meet the needs of the children and families in their community and address the underlying issues causing identified challenges.

Service duration should also be considered, as research supports the importance of longer hours of high-quality education and development services in achieving meaningful child outcomes and preparing children for success in school. Programs operating for longer hours may also better support parents' education, job training, and employment opportunities. Programs that received funding to increase service duration in fiscal years 2016 or 2018 must demonstrate they are not eliminating, converting, or reducing the duration of services to enrollment slots supported by duration funding. As a reminder, Head Start center-based programs are required to provide at least 1,020 annual hours of service over a period of at least eight months per year for at least 45% of their center-based enrollment. Family child care and Early Head Start center-based programs are required to provide at least 1,380 annual hours of service for 100% of their enrollment slots. These requirements are found in the HSPPS (Head Start Program Performance Standards) at [Program Structure, 45 CFR §1302 Subpart B](#).

Administrative and Supervisory Staff Structure

Programs should carefully assess how proposed changes to the program design will impact the administrative and supervisory structure. Depending on the proposed change and overall size of the organization, positions that do not provide direct classroom services may present opportunities to either eliminate or combine other positions with minimal impact on program quality and operations. Programs should also review the reasonableness of the percentage of each administrative staff's compensation which is being charged to the grant and be sure that the percentage is consistent with the amount of time that individual is engaged in Head Start or Early Head Start matters.

Recipients with indirect cost rates need to make sure Head Start and Early Head Start programs are fully benefiting from any costs charged, using these rates, to the grant. As a reminder, complying with the 15% administrative cost limitation does not, in and of itself, mean there are not administrative costs which can be reduced. If proposing salary adjustments for administrative or supervisory staff, please include a justification and listing of the annual salaries and amount charged to the grant.

Equity

Programs are encouraged to carefully consider how the outcomes of the proposed request will affect different demographics. This includes historically marginalized populations, such as Black, Latino, Indigenous and Native American, Asian Americans and Pacific Islanders, and other people of color; children experiencing homelessness; children in foster or kinship care; children with disabilities; and children who are dual language learners. In addition, programs should consider whether the proposed program design will improve or exacerbate existing disparities and how the proposed program design will be perceived by different populations within their service area. Where possible, programs are encouraged to include in the decision-making process those who will be affected by changes to the program.

Ongoing Budget

When considering a change in scope request, programs should first consider their vision and goals for services and construct a budget accordingly. Then, the grant recipient should evaluate their existing program design and enrollment to determine what necessary program and budgetary adjustments are needed to achieve that vision. Considerations of the program's anticipated costs for annual operations, program options, staffing and ratio requirements, as well as differences in equipment and supplies, should be assessed. Staffing ratios must ensure compliance with the HSPPS (Head Start Program Performance Standards). For staffing positions that do not have mandated ratios, please include the rationale used to determine the full-time equivalents needed for such positions. In addition, a detailed budget narrative justification for changes within and between each object class category is required. As always, proposed expenses will be evaluated for reasonableness and allowability and how they support high-quality services.

How to Submit a Change in Scope Request

Change in scope requests must be submitted as part of a continuation application or as a separate change in scope application amendment in HSES (Head Start Enterprise System), at minimum, 90 days prior to the planned implementation date. However, programs are strongly encouraged to work closely with their Regional Office throughout the planning and development of the request. This will make sure the proposal and application meet all the requirements prior to official submission of the request.

All change in scope requests must include complete program schedules, application narratives, and detailed budget narratives. Change in scope requests must demonstrate the proposed program design will deliver the full range of services consistent with [45 CFR §1302.20\(b\)](#). In addition, the requested program design must effectively support the appropriate development and progress in children's early learning outcomes as outlined in [Education and Child Development Program Services, 45 CFR §1302 Subpart C](#). Program and budget narratives for Head Start to Early Head Start conversions must address all items outlined in 45 CFR §1302.20(c) and the Head Start Grant Application Instructions. Governing

body or Tribal Council and Policy Council approvals are required prior to submitting a change in scope request. All change in scope requests are subject to approval by OHS (Office of Head Start). Additional information outlining critical questions and data to consider as part of the planning and development for both enrollment reduction and conversion requests is detailed in the [Enrollment Reduction and Conversion Appendix](#).

If you have any questions regarding this IM, please contact your regional office. Thank you for the work you do on behalf of children and families.

Sincerely,

/ Katie Hamm /

Katie Hamm
Acting Director
Office of Head Start

See PDF Version of Information Memorandum:

[Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots](#) [PDF, 47KB]

Historical Document



COMMUNITY ACTION AGENCY BOARD

DATE: OCTOBER 31, 2022

AGENDA ITEM NUMBER: 4A8

AGENDA ITEM SUBJECT: October 2022 Head Start Content Area Report

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: INFORMATIONAL

BACKGROUND/SUMMARY:

The October 2022 Content Area Report includes Head Start, Early Head Start, Early Head Start-Child Care Partnership, and Combination Expansion Early Head Start-Child Care Partnership program information on Education, Disabilities, Enrollment, Family Engagement, Health, Mental Health, and Nutrition.

FUNDING SOURCE:

U.S. Department of Health and Human Services

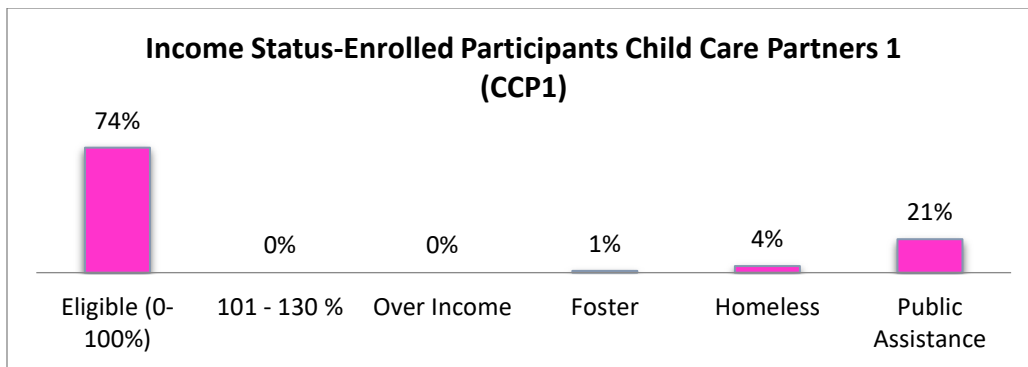
ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Enrollment:

Eligibility Statuses-Enrolled Child Care Partners 1

Early Head Start Participants

As of October 31, 2022

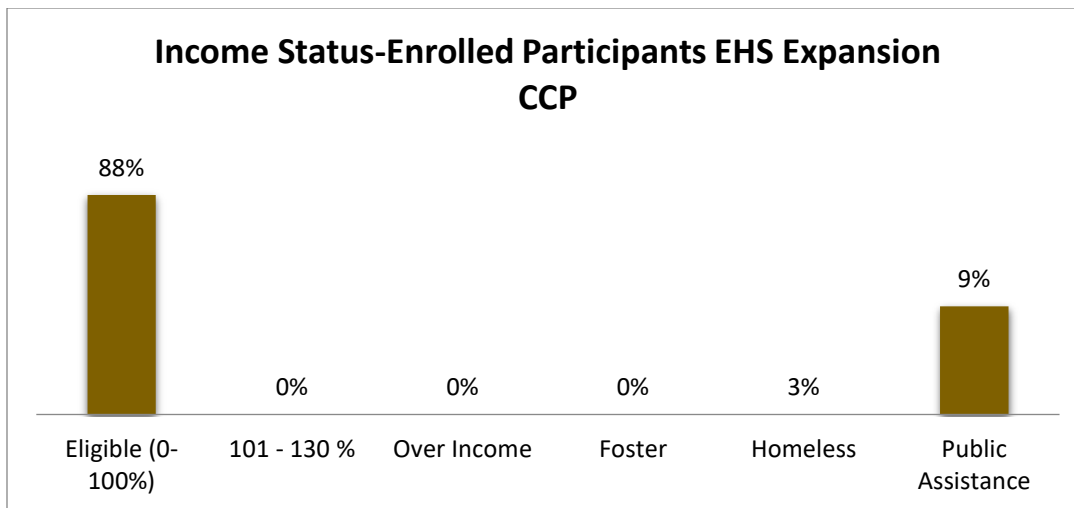


Child Care Partners 1 Current Enrollment	Current Enrollment/100% Vacant slots 0 of 240 slots
CCP-Cambridge Academy	100% 0 of 24 slots vacant
CCP-Community Outreach Center, Inc.	100% 0 of 16 slots vacant
CCP-Crystal Learning Center, Inc.	100% 0 of 32 slots vacant
CCP-Decroly Learning Child Care Ctr	100% 0 of 48 slots vacant
CCP- Memorial Temple Early Childhood	100% 0 of 16 slots vacant
CCP- Rising Star Academy	100% 0 of 16 slots vacant
CCP- Shining Light Childcare Center	100% 0 of 16 slots vacant
CCP-Universal Academy	100% 0 of 24 slots vacant
St. Alban's Child Enrichment Center	100% 0 of 48 slots vacant

ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Enrollment:

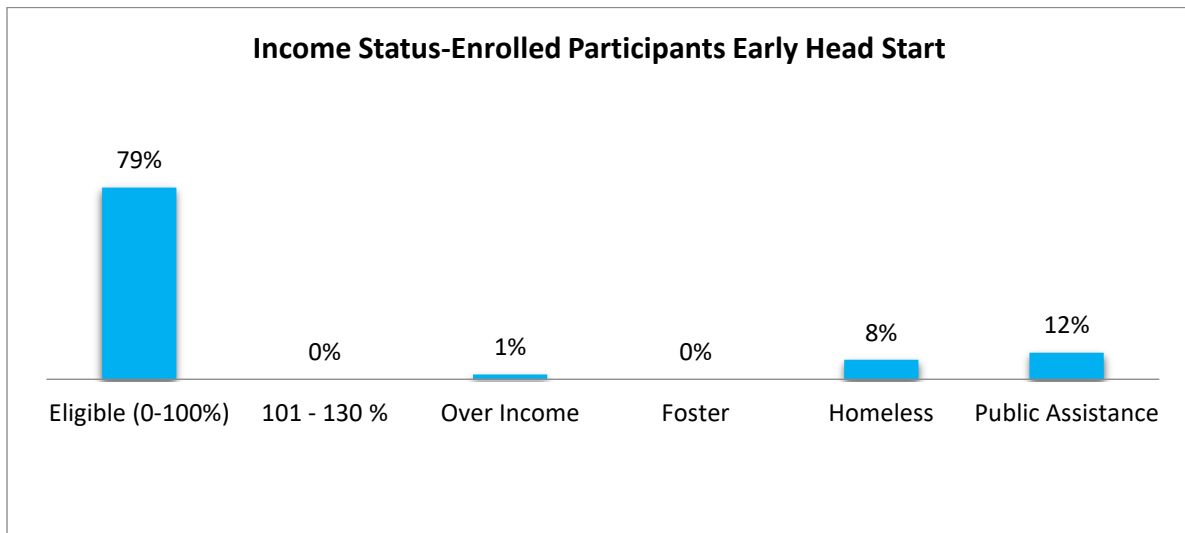
Eligibility Statuses-Enrolle Early Head Start Participants As of October 31, 2022



Early Head Start Expansion Child Care Partners Current Enrollment	Current Enrollment /99% Vacant slots 1% 8 of 552 slots vacant
Catholic Charities	98% 2 of 120 slots vacant
CCP-Cambridge Academy	100% 0 of 24 slots vacant
CCP-Decroly Learning Child Care Ctr	100% 0 of 24 slots vacant
CCP-Early Learning Center	100% 0 of 32 slots vacant
Centro Mater	100% 0 of 72 slots vacant
FCAA	97% 1 of 32 slots vacant
Haitian Youth	100% 0 of 104 slots vacant
KIDCO Creative Learning	100% 0 of 32 slots vacant
Ladow	100% 0 of 16 slots vacant
Paradise Christian School, Inc.	100% 0 of 32 slots vacant
Sunflowers Academy	100% 0 of 24 slots vacant
YWCA Of Greater Miami-Dade	88% 5 of 40 slots vacant

ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Enrollment:



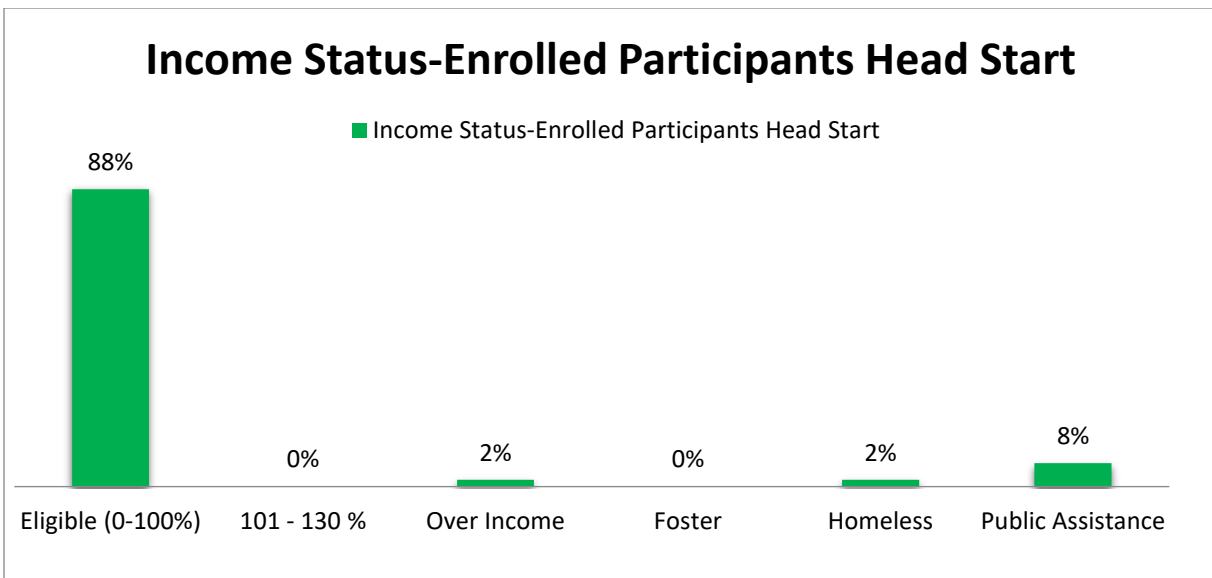
EARLY HEAD START Current Enrollment	Current Enrollment / 97% Vacant slots 12 of 446 slots vacant
Centro Mater	100% 0 of 70 slots vacant
Easter Seals	100% 0 of 8 slots vacant
FCAA	100% 0 of 24 slots vacant
Haitian Youth	100% 0 of 32 slots vacant
KIDCO Creative Learning	100% 0 of 32 slots vacant
Landow	100% 0 of 16 slots vacant
Miami Dade County Public Schools	94% 11 of 192 slots vacant
O'Farrill Learning Center	100% 0 of 8 slots vacant
United Way Center Of Excellence	98% 1 of 32 slots vacant
YWCA Of Greater Miami-Dade	100% 0 of 32 slots vacant

ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Enrollment:

Eligibility Statuses-Enrolled Head Start Participants

As of October 31, 2022

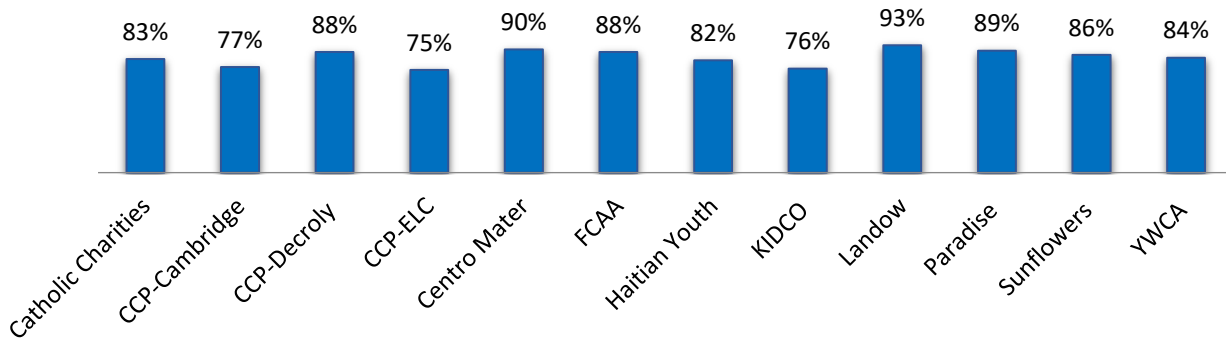


Head Start Agency Current Enrollment	Current Enrollment /91% Vacant slots 560 of 6310 slots vacant
Allapattah	91% 7 of 77 slots vacant
Catholic Charities	92% 101 of 1275 slots vacant
Centro Mater	100% 1 of 526 slots vacant
Easter Seals	81% 91 of 480 slots vacant
FCAA	78% 97 of 432 slots vacant
Haitian Youth	99% 1 of 175 slots vacant
KIDCO Creative Learning	78% 55 of 250 slots vacant
Landow	100% 0 of 80 slots vacant
Le Jardin Community Center, Inc.	99% 6 of 480 slots vacant
Miami Dade County Public Schools	97% 53 of 1535 slots vacant
O'Farrill Learning Center	73% 66 of 242 slots vacant
Our Little Ones	100% 0 of 118 slots vacant
Paradise Christian School, Inc.	97% 6 of 180 slots vacant
St. Alban's Child Enrichment Center	67% 56 of 170 slots vacant
Sunflowers Academy	100% 0 of 40 slots vacant
United Way Center Of Excellence	100% 0 of 30 slots vacant
YWCA Of Greater Miami-Dade	91% 20 of 220 slots vacant

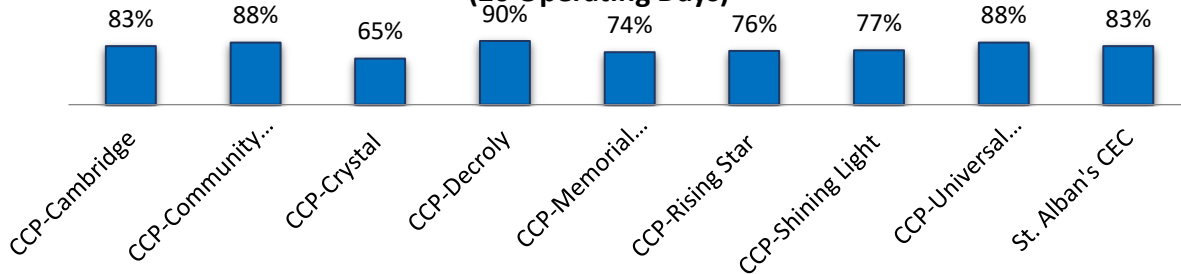
ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Attendance:

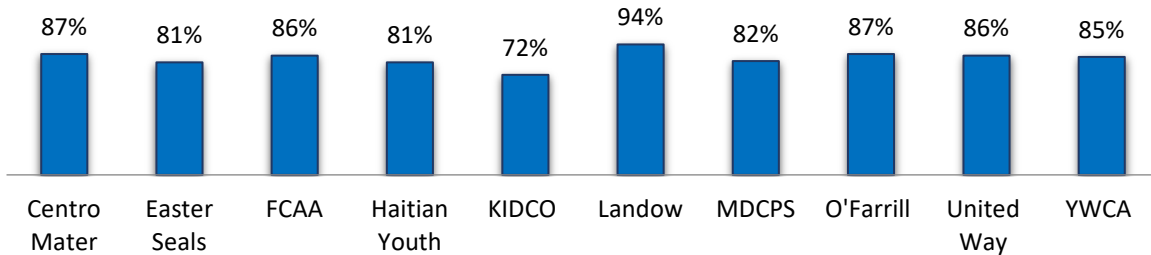
**EHS Expansion CCP Average Daily Attendance Overall Total 83%
(20 Operating Days)**



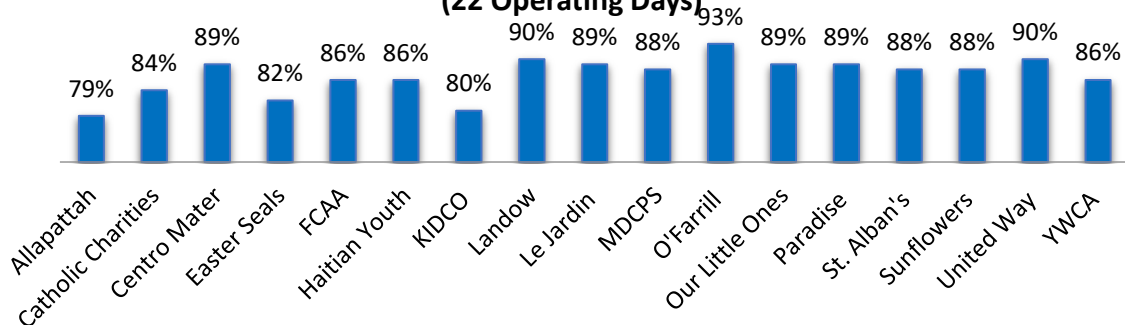
**CCP 1 Average Daily Attendance Overall Total 81%
(20 Operating Days)**



**EHS Average Daily Attendance Overall Total 84%
(20 Operating Days)**



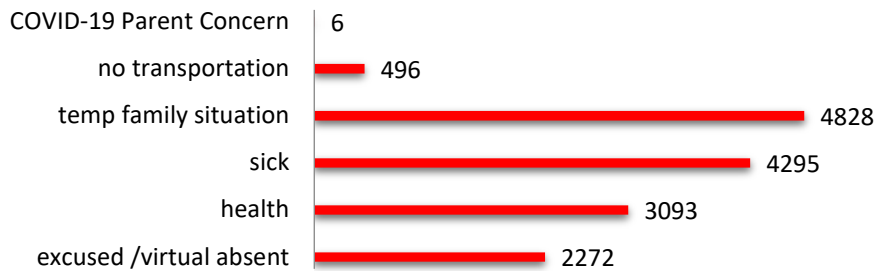
**HS Average Daily Attendance Overall Total 85%
(22 Operating Days)**



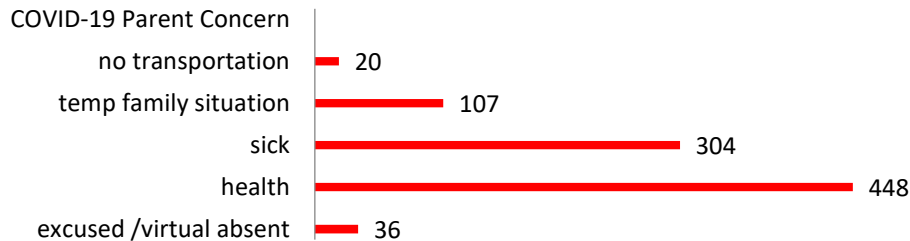
ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Attendance:

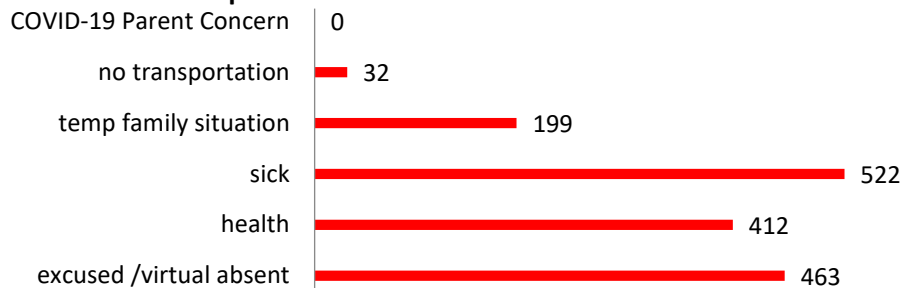
Head Start Reasons of Absence October 2022



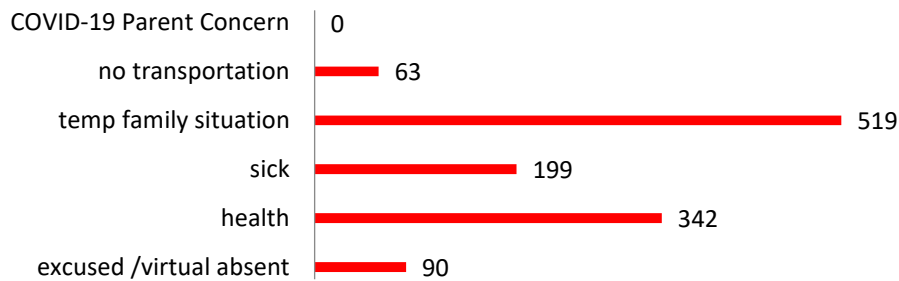
Child Care Partners 1 Reasons of Absence October 2022



EHS Expansion CCP Reasons of Absence October 2022



Early Head Start Reasons of Absence October 2022



Terminology defined:

Covid-19 Parent Concern- Parent concern of Covid 19 exposure

No Transportation - family has transportation problems (car inoperative, no alternate ride)

Temp Family Situation - family related issues or concerns

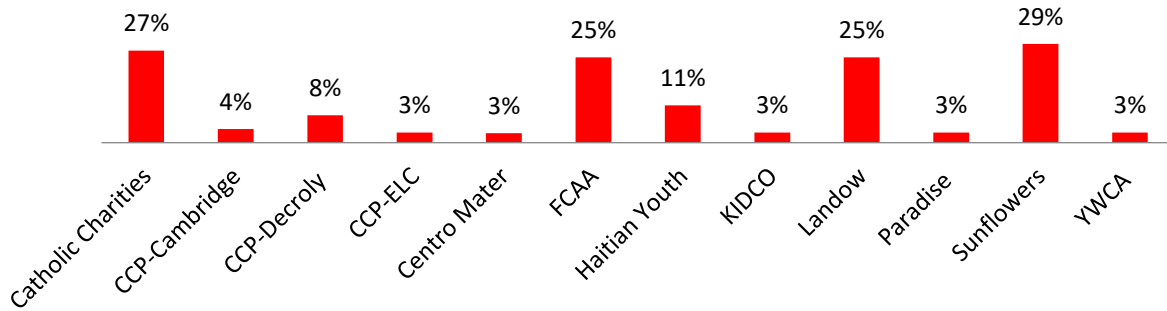
Sick - related to ill health

Health - related to expired health documentation, health alerts, and /or medical/dental appointments

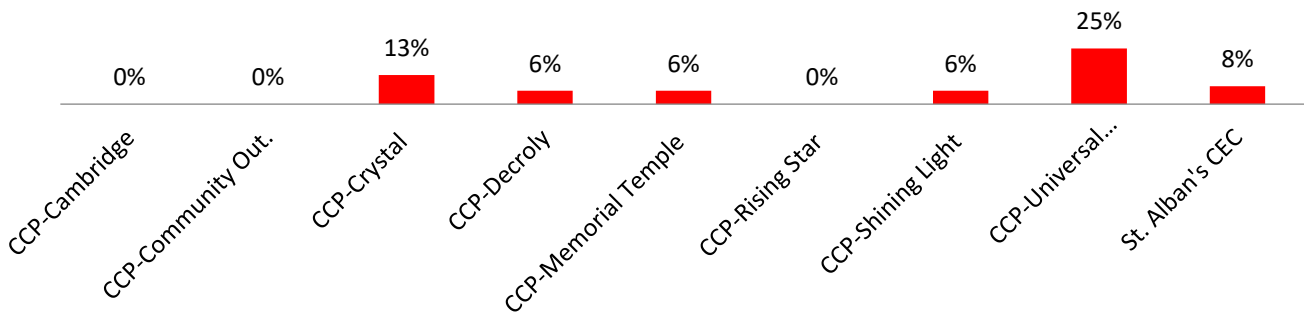
Excused - staff is aware of child/family absence

SELECTION

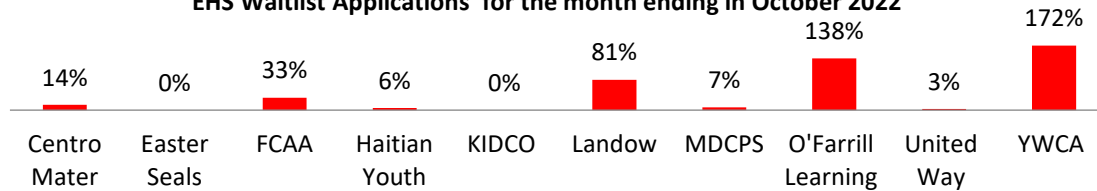
EHS Expansion CCP Wait List Application for the month ending in October 2022



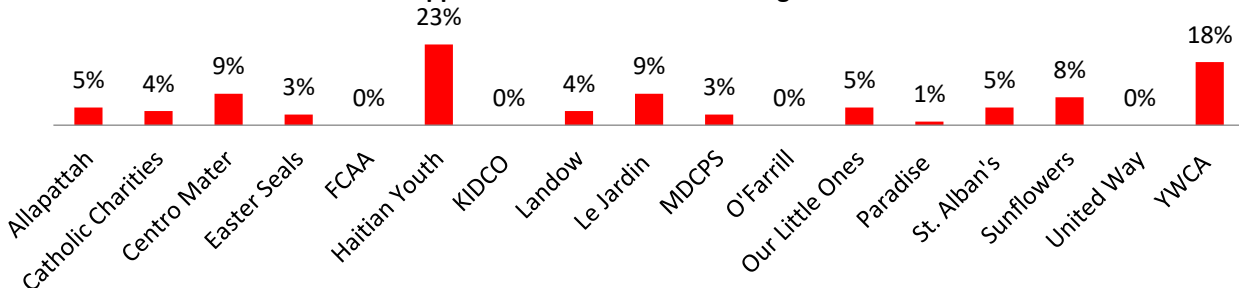
CCP 1 Wait List Application for the month ending in October 2022



EHS Waitlist Applications for the month ending in October 2022



HS Waitlist Applications for the month ending in October 2022



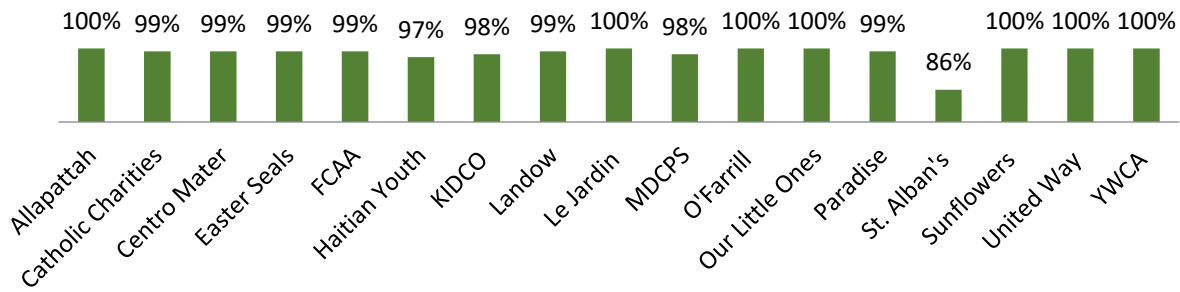
Waitlist Applications for the month ending in October 2022

NOTE: Program Term 2022-2023 Applications in the "Term-Waitlist/Waitlist Status"

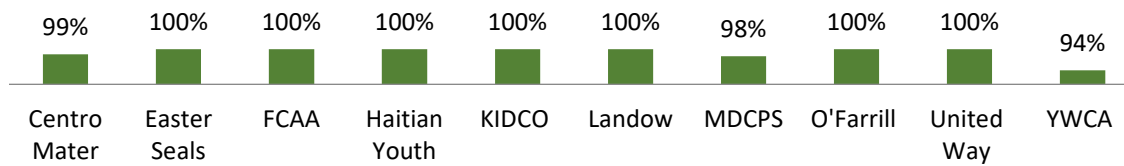
HEALTH SERVICES:

30-Day Screenings:

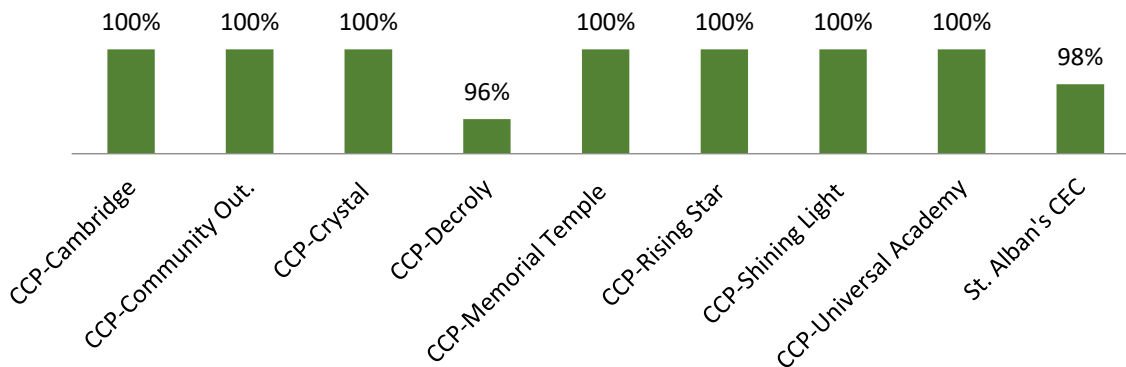
HS 30 Day Requirements 98% Complete*



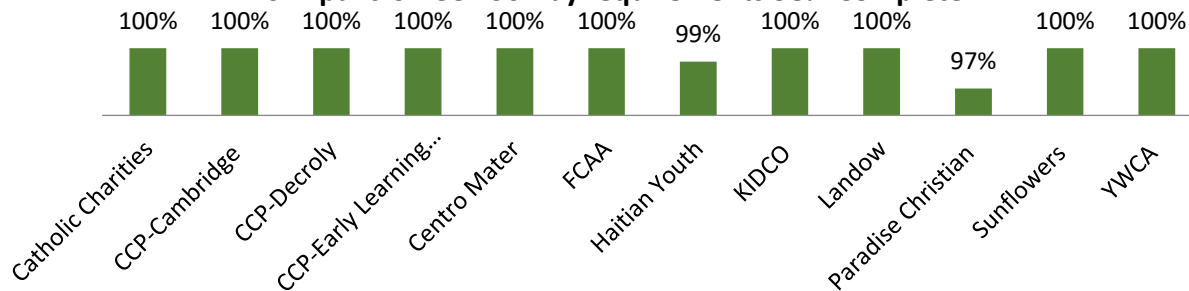
EHS 30 Day Requirements 99% Complete*



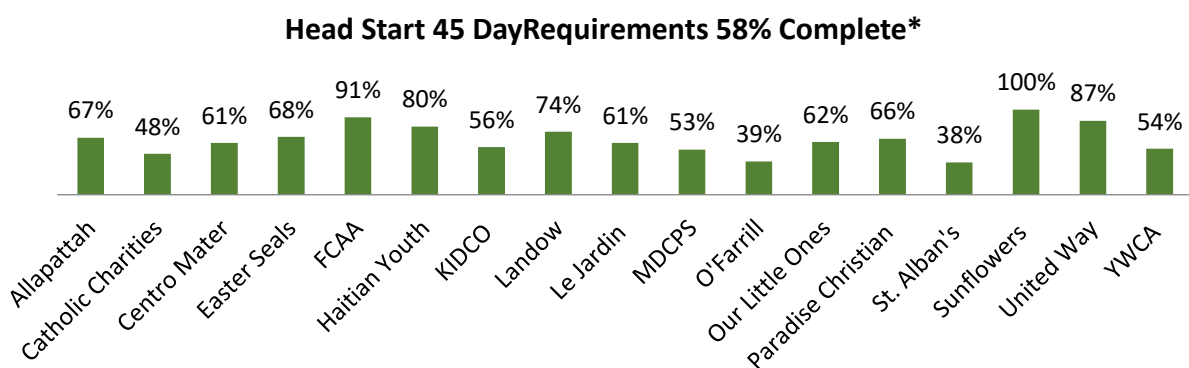
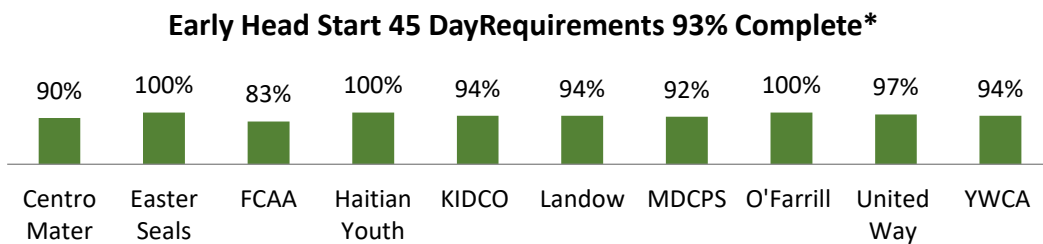
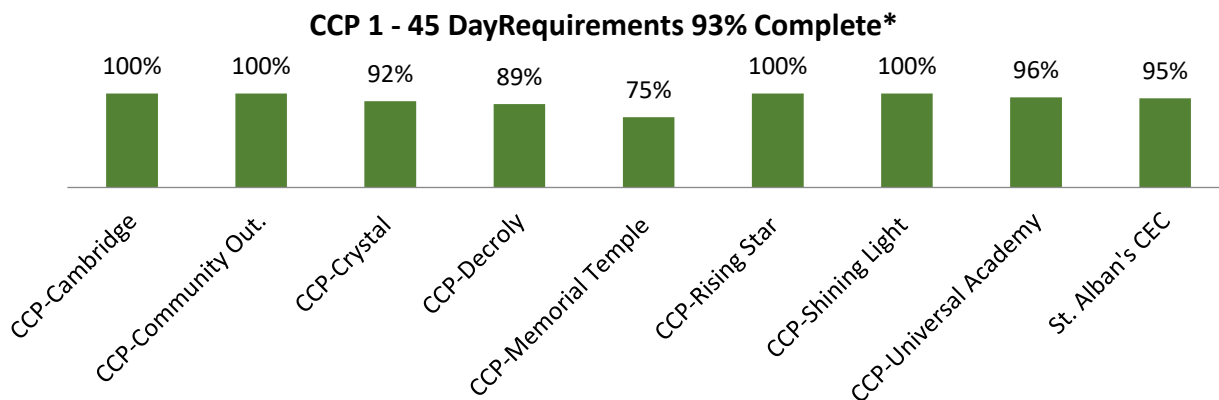
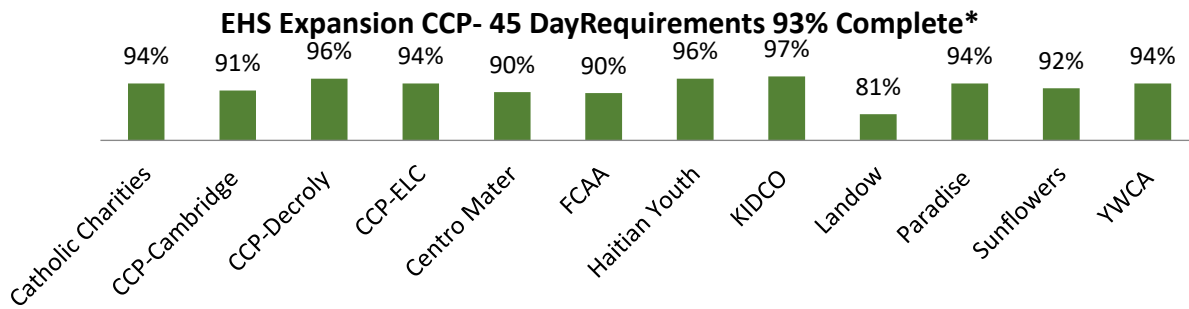
CCP 1 -30 Day Requirements 99% Complete*



EHS Expansion CCP 30 Day Requirements 98% Complete*



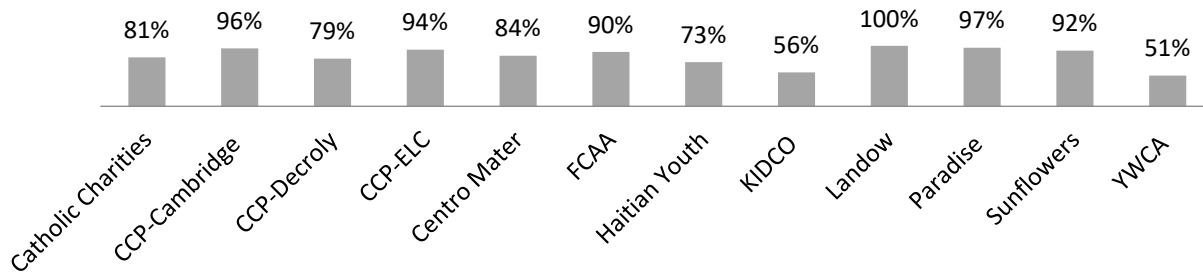
HEALTH SERVICES:



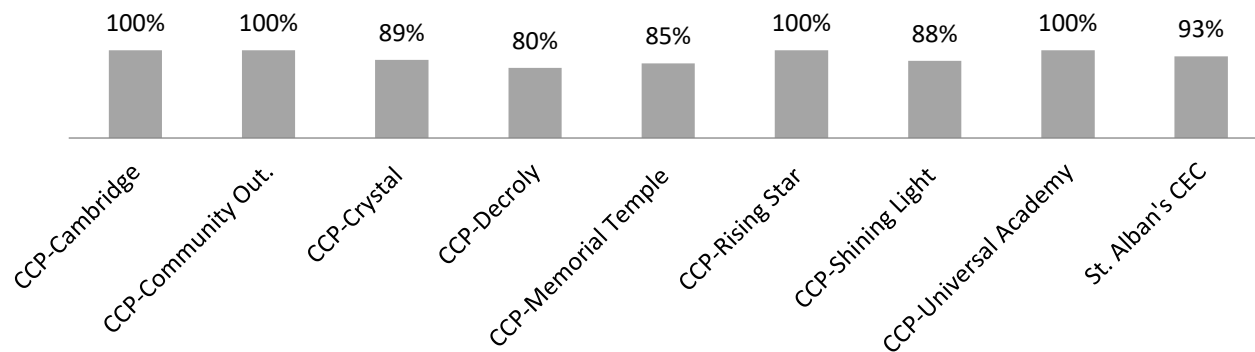
45-Day Screenings: 100% of **newly** enrolled children in the Head Start and Early Head Start Program must receive the 45-Day Screenings (Hearing, Vision, Developmental and Behavioral) within 45 calendar days of entry into the program.

HEALTH SERVICES:

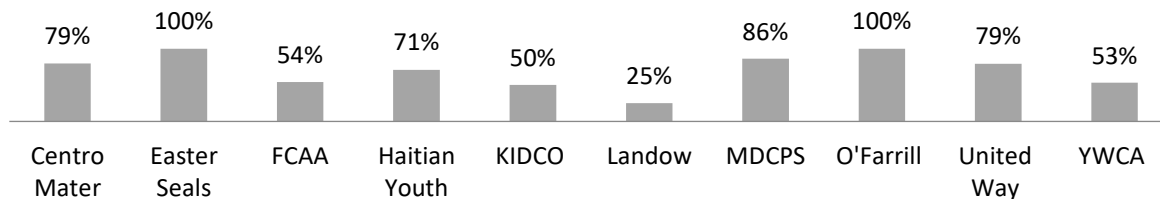
EHS Expansion CCP 90 Day Requirements 80% Complete*



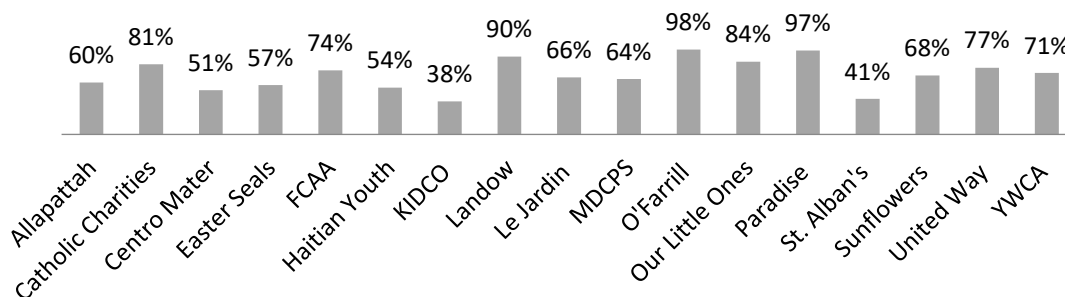
CCP 1 90 Day Requirements 91% Complete*



EHS 90 Day Requirements 75% Complete*



HS 90 Day Requirements 68% Complete*

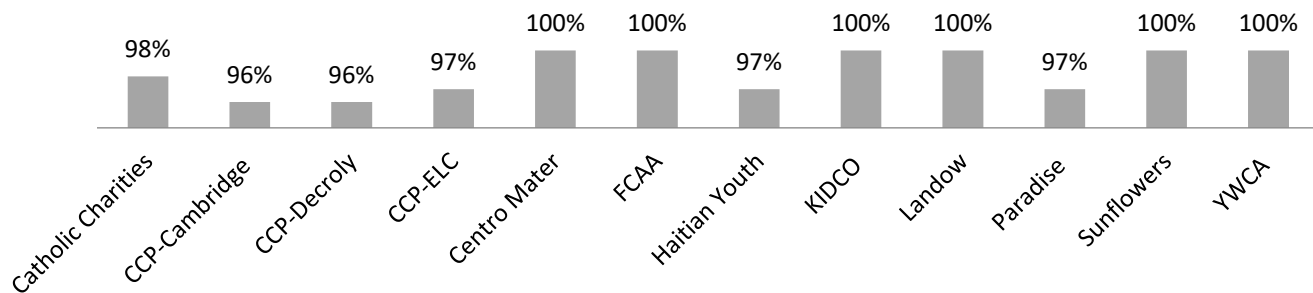


90-Day Health Requirements: 100% of the children must receive all Age Based Health Requirements (well baby check, Developmental/Behavioral screenings, Growth Assessment/Head Circumference, Health History, Hearing, Vision and Oral Health Screening) prior to the last day of the Early Head Start program term. An age equivalent well baby check is completed at various ages for each child from 2 months to 36 months. ***Percentages above reflect the children who has completed 90 day entry based requirements.**

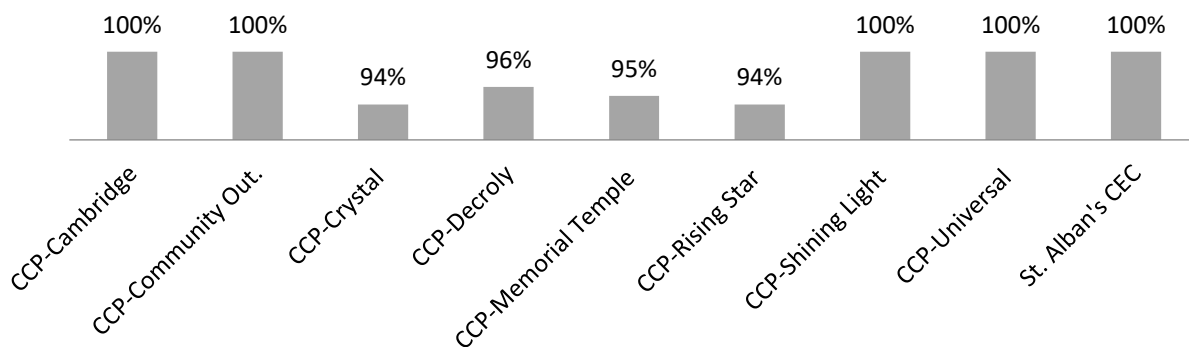
HEALTH SERVICES:

Immunization:

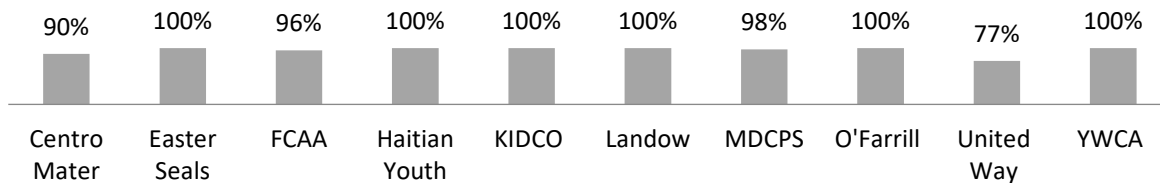
EHS Expansion CCP Immunization 95% Complete or Up-To-Date



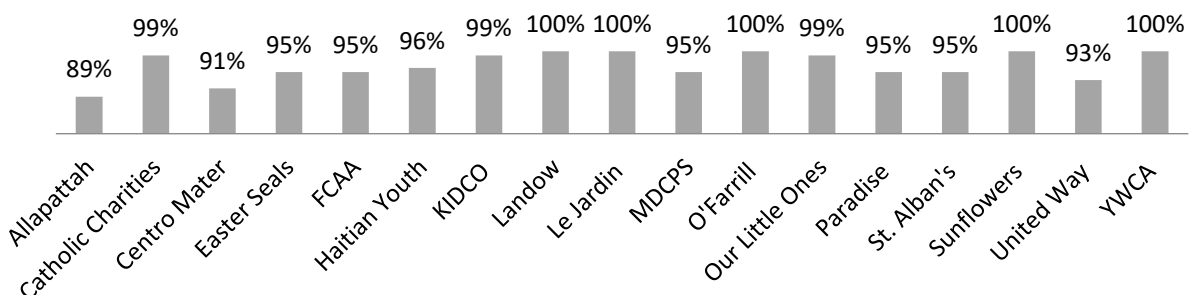
CCP1 Immunization 98% Complete or Up-To-Date



Early Head Start Immunization 98% Complete or Up-To-Date



Head Start Immunization 97% Complete or Up-To-Date



NOTE: 100% of all children must have a “complete” or “up-to-date” immunizations status within 90 calendar days of entry into the program.

EDUCATION:

Educators have worked diligently to screen newly enrolled children and plan engaging learning experiences to help improve their school readiness skills. The data below outlines the percentage of newly enrolled children screened during the month of November.

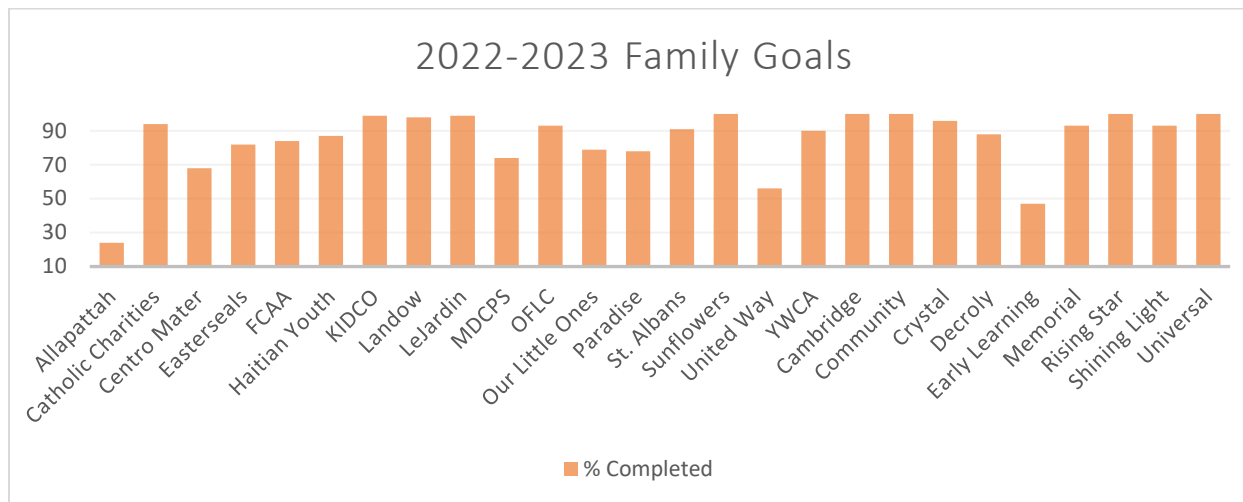
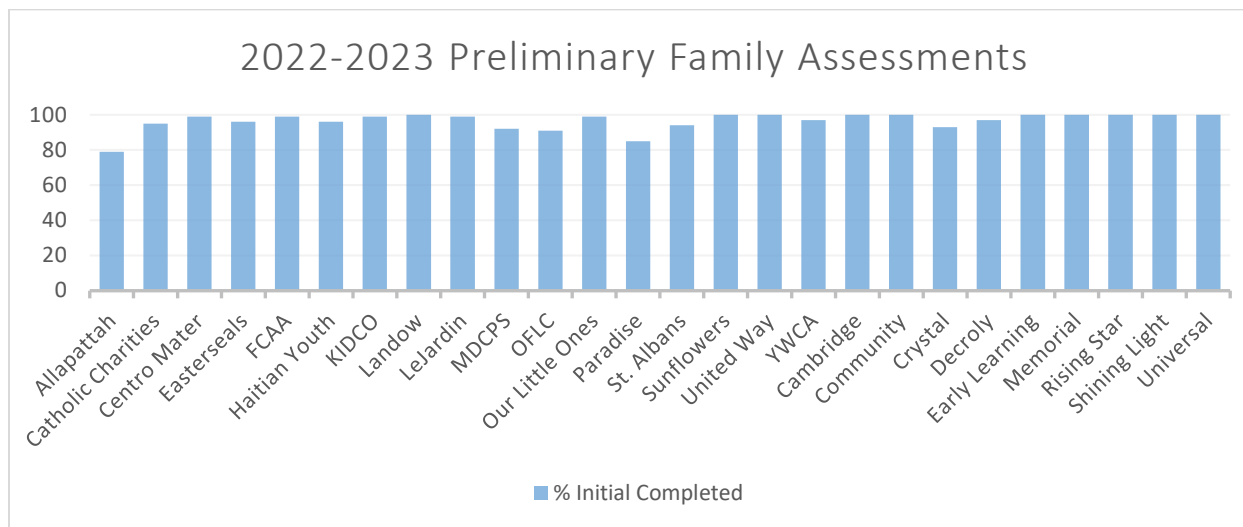
Program Name	% of Newly Enrolled Children with completed screenings as of November 2022
Head Start	ASQ 3 - $2,418/2,510 = 87\%$ DECA - $2,478/2,510 = 88\%$ PLS - 5 - $2466/2,510 = 88\%$
Early Head Start	ASQ 3 - $148/167 = 99\%$ ASQ SE2 - $146/167 = 87\%$
Early Head Start Expansion	ASQ 3 - $189/228 = 88\%$ ASQ SE2 - $189/228 = 90\%$
Child Care Partnership (CCP) Early Head Start	ASQ 3 - $73/91 = 89\%$ ASQ SE2 - $73/91 = 89\%$
Early Head Start Base Grant Home Base	ASQ 3 - $12/13 = 75\%$ ASQ SE2 - $12/13 = 75\%$
Early Head Start Expansion Grant	ASQ 3 - $12/12 = 71\%$ ASQ SE2 - $12/12 = 71\%$

FAMILY & COMMUNITY ENGAGEMENT:

Head Start/Early Head Start parents conducted parent meetings for the month of October. The Program provided parent workshops and training to include the importance of regular attendance, domestic violence and healthy pregnancies.

The Head Start and Early Head Start program were able to participate in various activities to engage families. Activities such as a health fair and Hispanic heritage celebrations.

Family assessments have started to be completed with families to identify their strengths and needs and develop individualized family goal. Below are charts detailing the completion status for each delegate agency and childcare partner.



Child Mental Health and Social and Emotional Well Being Board and Policy Council Report October 2022

Onsite early childhood mental health training, technical assistance and monitoring sessions continued during the month. The grantee-Recipient Child Mental Health service area team members continued to provide **direct modeling and support of practices** to ensure that delegate-sub recipient and partner agencies, centers, classrooms and teachers to ensure **prevention and promotion activities** continued. This included conducting Head Start, Early Head Start and Early Head Start Expansion agency on-site technical assistance sessions. Guidance was provided on: ensuring that mental health professionals facilitated the **MDT 3015 screening results** process in collaboration with team members and the related follow up intervention planning consultation with teachers and parents, offer of two referrals during the first staff parent consultation, submission of a current community partnership agreement and the importance of the timely entry of all documentation and attachments in ChildPlus. Team members also followed up to ensure that the **general classroom consultations** with teachers were routinely conducted regarding the implementation of social and emotional teaching strategies in all classrooms. There is a continued emphasis to assist and provide teachers, children and parents with resources and supports early in the program year. At the conclusion of each session, a summary status report was prepared and provided to each agency reflecting strengths and areas which required follow up.

Follow up **general consultation** requirements continued with social services team member to identify attendance concerns which may be impacted by parents' mental health status and the prevention of pre-school suspension and expulsion for children and families who may be most at risk. Additional guidance was also provided regarding increased efforts with family engagement staff to address potential concerns and provide support to all interested parents as early as possible.

Efforts continued regarding ensuring that the **consultation, screening, assessment, planning and referral process for individualization** required to meet the **45 and 90** day requirements are met. Follow up **clinical planning efforts**, including the **Functional Behavior Assessment, Positive Behavior Support Planning and related referral and follow up processes**, were also required in consultation with teachers and parents by the **licensed mental health professionals** for children identified with ongoing concerns who have been unresponsive to initial plans. A **training and orientation** was conducted for new mental health consultants and team members on **October 7th** regarding these service area processes. Additionally, Grantee-recipient administrative follow up planning also took place for agencies that do not have a **mental health consultant** on staff or under contract.

The Self-Assessment training and planning session was conducted with agencies and partners on **October 26th**. A comparison of the data from last year, progress, and areas to follow up on were discussed. Strengths and areas were identified for timely correction including increasing efforts to engage teachers and parents in the planning process, increased and timely efforts for the clinical assessment and planning process and timely documentation of such efforts at the Point of Service (**POS**).

In continuation of meeting the five year goal of a Pyramid classroom in each agency/center The Pre-K-Preschool **ePyramid Model** for Positive Behavior Individualized Support (**PBIS**) online train the trainer certification series for **Module 1: Building Positive Relationships and Creating Supportive Environments** was conducted virtually. This training assists in building program capacity for evidenced based practices which **promote** positive behavior and **prevent** and **address** challenging behavior. Additionally,

The DECA, Ages and Stages, ChildPlus and related data for 2021-22 was reviewed, analyzed, and used for **planning** for the **2022-23** program year.

Additional activities for **October** and related data follow:

<input checked="" type="checkbox"/> Pre- Assessment DECA/ ASQ 45 Day Req.	<input type="checkbox"/> Mid Assessment DECA/ASQ/Consults/Plans/Ref	<input checked="" type="checkbox"/> Post Assessments FU DECA/ASQ/Consults/Plan/Ref	<input checked="" type="checkbox"/> Clin. Assess.-Plans for children non-responsive to Initial Plans
<input type="checkbox"/> 90 Day Cons.-Ind. Planning Req.	<input checked="" type="checkbox"/> Safety Plans	<input checked="" type="checkbox"/> 3015 MDT Review w-MHC FU Process	<input checked="" type="checkbox"/> Delegate-Sub Recipient LMHP Contracts
<input checked="" type="checkbox"/> Agency Monthly Reports Rev.	<input checked="" type="checkbox"/> Self-Assessment	<input checked="" type="checkbox"/> Quarterly Trainings, ChildPlus Training, Pyramid Training	<input type="checkbox"/> Delegate Sub Recipient Risk Assessments
<input checked="" type="checkbox"/> Community Part. Agreements FU	<input type="checkbox"/> Federal Review Preparation-Grant Planning	<input checked="" type="checkbox"/> FUIP Summer Plan Prevention Cons.-Plans Ret. C	<input checked="" type="checkbox"/> Program Information Report (PIR) for Head Start-Early Head Start

Child Mental Health and Social and Emotional Well Being Service Area Report October 2022	2022-23 Program YR/ 2021-22 DATA
Preschool Pyramid Model for Positive Behavior Support Train the Trainer Certifications	0/ 7 certified -1 pending comp
Teaching Pyramid Observation Tool Reliability and Coaching Certification Training (<i>Preschool</i>)	10 participants completed Module 1/ Completed May 24-25, 2022 9 participants certified
Pyramid Model Preschool Fidelity Classrooms Est. for 2022-23	0/ 8
Infant and Toddler Pyramid Model for Positive Behavior Support - Train the Trainer Certification Series	0/Makeup Session 4-1-2022 11 participants certified
/Center Visits/Classroom Visits/Co-consultations with Agencies for Children with Concerns	CV: 24 CIV: 87 CC: 150
Grantee-Recipient Trainings and Technical Assistance Sessions Provided/ <i>Attended</i>	TA: 25 - 0 Vir. Trainings: 3 TAtt. 4
Grantee-Recipient TA Summary Report-7 Day Review-QA Guidance to Agencies	18 Agencies including CAHSD EHS-CCP

HEAD START-EARLY HEAD START-EARLY HEAD START EXPANSION-

EARLY HEAD START CHILD CARE PARTNERS SCREENING and DIRECT SERVICES DATA

HEAD START DECA 45 DAY SCREENING

AS OF NOVEMBER 2, 2022

AGENCY NAME	Pre Rating Count	Pre Rating Needs Count	Pre Needs Percent
DECA PRE DATA as of 11-2-2022			
Allapattah	38	4	0.11
Catholic Charities	554	30	0.05
Centro Mater	315	20	0.06
Easter Seals	198	52	0.26
FCAA	161	27	0.17
Haitian Youth	109	39	0.36
KIDCO Child Care	101	13	0.13
Landow	43	3	0.07
Lejardin Community Center, Inc.	293	21	0.07
Miami Dade County Public School	839	90	0.11
O'Farrill Learning Center	81	10	0.12
Our Little Ones	76	19	0.25
Paradise Christian School, Inc.	105	21	0.2
St. Albans	54	25	0.46
Sunflowers Academy	24	4	0.17
United Way Center Of Excellence	18	8	0.44
YWCA Of Greater Miami-Dade	111	25	0.23
DECA Program Totals:	3120	411	0.13

**45-90 DAY FOLLOW UP CONSULTATION, PLANNING and REFERRAL DIRECT SERVICES for
CHILDREN, PARENTS AND STAFF**

Program Totals	Screener Type	Total # of Screenings Conducted	# of PRE Teacher Concerns	# of PRE Parent Concerns	# of Staff Consultations	# of Teacher-Home Visitor Consults	# of Parent Consults	# of Follow up Int. Plans	# of Ind. Mental Health Assessments	# of Clinical Plans	# of Outside Referrals	# Rec'd Ref. Svcs.
Head Start 6310	DECA	3120	411	19 of 203	335	242	171	181	3	3	81	22

Program Totals	Screener Type	Total # of Screenings Conducted	# of PRE Teacher-Parent Concerns	# of PRE Parent Concerns	# of Staff Consultations	# of Teacher-Home Visitor Consults	# of Parent Consults	# of Follow up Int. Plans	# of Ind. Mental Health Assessments	# of Clinical Plans	# of Outside Referrals	# Rec'd Ref. Svcs.
EHS w-HB 446	ASQ SE2	262	26	---	35	36	12	12	1	1	8	2

Program Totals	Screener Type	Total # of Screenings Conducted	# of PRE MID POST Teacher-Parent Concerns	# of PRE Parent Concerns	# of Staff Consultations	# of Teacher-Home Visitor Consultations	# of Parent Consultations	# of Follow up Int. Plans	# of Ind. Mental Health Assessments	# of Clinical Plans	# of Outside Referrals	# Rec'd Ref. Svcs.
EHS Expansion w-CCP 552	ASQ SE2	295	24	-----	13	7	10	6	0	0	3	2

Program Totals	Screener Type	Total # of Screenings Conducted	# of PRE Teacher-Parent Concerns	# of PRE Parent Concerns	# of Staff Consultations	# of Teacher-Home Visitor Consultations	# of Parent Consultations	# of Follow up Int. Plans	# of Ind. Mental Health Assessments	# of Clinical Plans	# of Outside Referrals	# Rec'd Ref. Svcs.
EHS CCP1 240	ASQ SE2	110	5	----	6	20	5	0	0	0	0	0

NUTRITION

Child Care Food Program Meal Count Worksheet Delegate Sites October 2022

Delegate Sites	Number of HS Operating Days	Number of EHS Operating Days	Breakfast HS	Breakfast EHS	Total # of Breakfast Served	Lunch HS	Lunch EHS	Total # of Lunch Served	Snack HS	Snack EHS	Total # of Snack Served
Allapattah	20		1135		1135	1135		1135	1135		1135
Catholic Charities	20		19324		19324	19447		19447	18911		18911
Centro Mater	20	20	9275	565	9840	9404	565	9969	9272	565	9837
Easter Seals	20	20	6282	132	6414	6310	132	6442	6283	132	6415
Family Christian	20	20	5594	425	6019	5597	426	6023	4946	406	5352
Haitian Youth	20	20	3038	555	3593	3038	555	3593	2660	555	3215
Kidco	20	20	3098	521	3619	3098	523	3621	3011	499	3510
Landow	11	11	765	152	917	777	157	934	777	157	934
LeJardin	20	20	8380		8380	8345		8345	7222		7222
MDCPS	20	20	25595	2983	28578	25596	2985	28581	25596	2985	28581
O'Farrill	20	20	3175	146	3321	3173	147	3320	3172	142	3314
Our Little Ones	20		1967		1967	2060		2060	1944		1944
Paradise Christian	20		3160		3160	3163		3163	3163		3163
St. Alban's	20		1917		1917	1916		1916	1913		1913
Sunflowers	20		695		695	695		695	695		695
United Way	20	20	492	385	877	491	385	876	490	385	875
YWCA	20	20	3294	529	3823	3382	528	3910	3113	520	3633
Total Number			97186	6393	103579	97627	6403	104030	94303	6346	100649

**Child Care Food Program Meal Count Worksheet EHS - CCP Expansion
October 2022**

Child Care Partners	Funded Enrollment	Number of Operating Days	Total # of Breakfast Served	Total # of Lunch Served	Total # of Snack Served
Cambridge Academy	24	20	372	372	372
Catholic Charities	120	20	1909	1921	1888
Centro Mater	104	20	282	282	282
Decroly Learning	24	20	392	392	392
Early Learning Center	32	20	492	492	492
FCAA	32	20	553	554	525
Haitian Youth	48	20	970	974	974
Haitian Youth Edison CRC	32	20	720	720	720
KIDCO	32	20	474	475	456
Landow	16	11	158	158	158
Paradise Christian	32	20	563	564	564
Sunflowers	24	20	415	415	415
YWCA	40	20	599	601	576
Total Number			7899	7920	7814

**Child Care Food Program Meal Count Worksheet Early Head Start Child Care Partners
October 2022**

Child Care Partners	Funded Enrollment	Number of Operating Days	Total # of Breakfast	Total # of Lunch Served	Total # of Snack Served
CCP Crystal Learning Center	32	20	406	406	406
CCP Decroly Center	48	20	858	858	858
CCP Memorial Temple	16	20	216	216	216
CCP Comm. Outreach	16	20	276	276	276
CCP Cambridge Academy	24	20	387	387	387
CCP Rising Star Academy	15	20	227	227	227
CCP St.Albans	48	20	778	778	778
CCP Shinning Light Childcare	16	20	236	236	236
CCP Universal Academy	24	20	413	413	413
Total Number			3797	3797	3797

CAHSD Disability Report

October 2022

HS & EHS

Funded Enrollment	Enrolled With a disability	Percentage enrolled with a disability
6756	323	4.78%

EHS Expansion Child Care Partnership

Funded Enrollment	Enrolled With a disability	Percentage enrolled with a disability
552	46	8.33%

EHS Child Care Partnership

Funded Enrollment	Enrolled With a disability	Percentage enrolled with a disability
240	29	12.10%

Head Start

Eligibility Determination Pipeline

Pending LEA Evaluation	Pending LEA Eligibility
161	52

Early Head Start

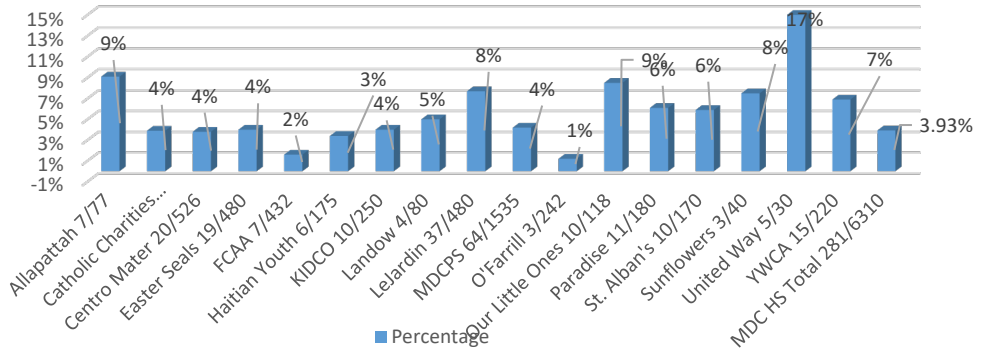
Eligibility Determination Pipeline

	Pending Evaluation
EHS	2
EHS EXP CCP	11
EHS CCP	16

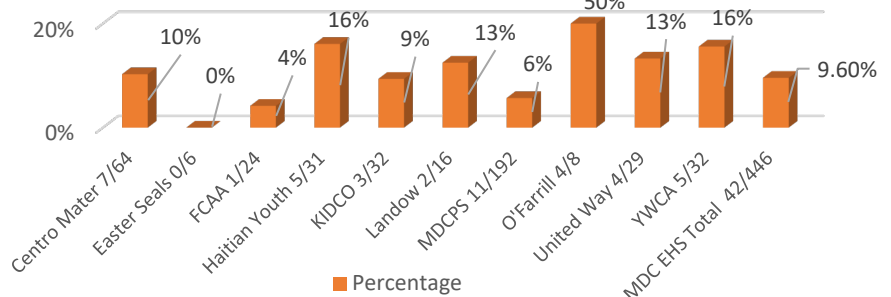
Referral for Special Placement from Part C Agencies-Cumulative

Referred	New	Enrolled	Waitlisted/ accepted	Abandoned	Parent Undecided
14	10	3	1	0	0

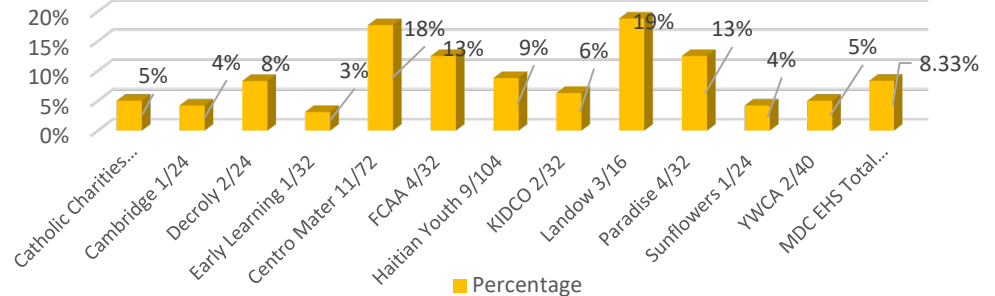
Head Start Disabilities Enrollment



Early Head Start (Including Home Based) Disabilities Enrollment



Early Head Start Expansion (Including Home Based) Disabilities Enrollment



Child Care Partnership Early Head Start Disabilities Enrollment

